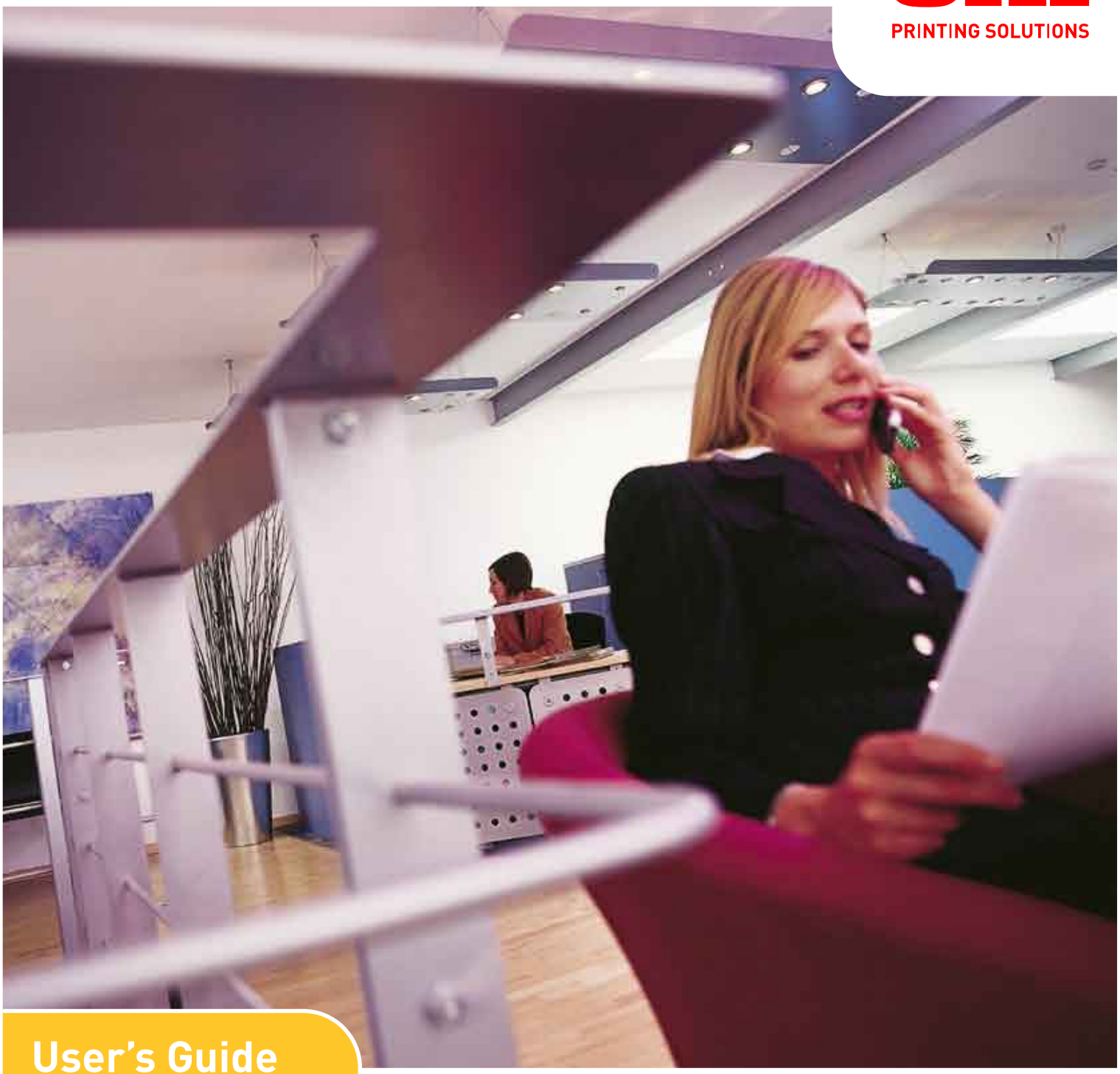
OKI
PRINTING SOLUTIONS



User's Guide

OF2510
OO2530

Dear customer

For your security and comfort, we urge you to carefully read the safety booklet before any use.

By buying this multifunction machine, you have opted for a quality product. Your device satisfies the different specifications of a modern office automation tool.

This machine allows you to scan and fax in color and black and white, to print and copy in black and white. You can connect the OKIOFFICE 2530 multifunction device to your PC (Microsoft Windows 98SE/ME/2000/XP/Vista).

Install the software included to use the OKIOFFICE 2530 multifunction device as a printer. Besides, you can scan, edit and save documents through the PC.

Thanks to its navigator and its multitask access, it is powerful, user-friendly and easy to use.

The OKIFAX 2510 / OKIOFFICE 2530 multifunction machine hereby described, comes with a 600 dpi scanner and a black and white laser printer offering a printing speed of 16 ppm. The Companion Suite Pro LL software provided allows you to use your OKIOFFICE 2530 multifunction machine like a scanner and a printer from a personal computer. It also gives you the possibility to manage your multifunction machine.

Consumables

Refer to the maintenance section of this booklet.

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Preface

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. Oki assumes no responsibility for the results of errors beyond its control. Oki also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by Oki.

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As an ENERGY STAR Program Participant, the manufacturer has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

Repairs/maintenance: Repairs and maintenance should only be carried out by a qualified technician. There are no user serviceable parts inside the machine. To reduce the risk of electrical shock, you must not carry out these operations yourself. Opening or removing the covers exposes you to two hazards:

- The laser beam can cause irreversible eye damage.

- Contact with electrical components can lead to electrical shock.

For installation conditions and safety precautions, refer to the separate Safety/ Installation Instructions booklet provided.

APPAREIL A RAYONNEMENT LASER DE CLASSE 1
CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT
PRODUCTO LASER DE CLASE 1
APARECCHIO LASER DI CLASSE 1

Declaration of confomity

Notice to Users in EU Countries

This product complies with the requirements of the Council Directives 2004/108/EC (EMC), 2006/95/EC (LVD)and 1999/5/EC (R&TTE), as amended where applicable on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage and Radio & Telecommunications Terminal Equipment.

Environmental Information

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Copying or printing the following items is generally prohibited by local law :

- bank notes;
- checks;
- bonds;
- stock certificates;
- bank drafts;
- passports;
- driver's licenses.

The preceding list is meant as a guide only and is not inclusive. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Installation

Location conditions

By choosing an appropriate location, you preserve the longevity of the machine. Check that the selected location has the following characteristics:

- Choose a well ventilated location.
- Make sure not to obstruct the ventilation grids located on the left and right sides of the device. During the installation, make sure to place the machine thirty centimeters away from the surrounding objects so all the lids can be easily opened.
- Make sure that this location does not present any ammonia nor any other organic gasses emission hazard.
- The ground outlet (refer to the security notices presented in the **Safety** booklet) to which you plan to connect the machine shall be located close to this one and have an easy access.
- **Make sure that the machine is not directly exposed to sun light**.
- Make sure not to place the machine in an area exposed to an air flow generated by an air conditioning, heating or ventilation system, nor in an area subject to big temperature or humidity jumps.
- Choose a solid and horizontal surface on which the machine will not be exposed to intense vibrations.
- **Keep the machine away from any object that could obstruct its ventilation ports**.
- Do not place the machine close to hangings or any other flammable objects.
- Choose a location where the water and other splashes of liquid are limited.
- Make sure that this location is dry, clean and dust free.

Make sure to place the machine in well ventilated premises. When operating, the printer generates a small amount of ozone. An unpleasant smell can come from the printer if it is used intensively in not well ventilated premises. For a secure use, make sure you place the machine in well ventilated premises.

Cautions of use

Take into account the important precautions below when using the machine.

Running environment:

- Temperature: 10 °C to 32 °C with a maximum amplitude of 10 °C per hour.
- Humidity: 15 to 80 % of ambient humidity (without condensation), with a maximum amplitude of 20 % per hour.

Terminal:

The section below describes the precautions to be taken when using the machine:

- Never turn the machine off and never open the lids while printing.
- Never use gas or flammable liquids, or objects generating magnetic field close to the machine.
- When you unplug the power cord, always hold the connector without pulling the cord. A damaged cord presents a potential fire hazard or an electric shock hazard.
- Never touch the power cord with wet hands. You risk getting an electric shock.
- Always unplug the power cord before moving the machine. Otherwise, you could risk having the cord damaged and create a fire hazard or an electric shock hazard.
- Always unplug the power cord when you plan not to use the machine for a long period of time.
- Never put objects on the power cord, never pull it and never fold it. This could cause a fire hazard or an electric shock hazard.
- Always make sure that the machine is not sitting on the power cord or any other electric device communication cables. Make sure also that neither cord nor cable is introduced to the machine inner mechanism. This would expose you to a machine malfunction risk or to a fire hazard.
- Make sure that the printer is unplugged from the power outlet before connecting or disconnecting an interface cable to the printer (use a shielded interface cable).
- Never try to remove any fixed pane or hood. The machine contains high voltage circuits. Any contact with these circuits can cause an electric shock risk.

- Never try to modify the machine. This could cause a fire hazard or an electric shock hazard.
- Always make sure that paper clips, staples or other small metallic items do not get inside the machine via the ventilation ports or other ports. Such items create fire hazards or electric shock hazards.
- Prevent water and any other liquid from spilling on the machine or near to it. Any contact of the machine with water or liquid can cause a fire hazard or an electric shock hazard.
- If liquid or metallic item gets accidentally inside the machine, turn it off immediately, unplug the power cord and contact your retailer. Otherwise, you would face a fire hazard or an electric shock hazard.
- In case of heat, smoke, unusual smell or abnormal noise emissions, turn the machine off, unplug the power cord immediately and contact your retailer. Otherwise, you would face a fire hazard or an electric shock hazard.
- Avoid using the machine during an "electric storm", this can cause an electric shock hazard due to lightning.
- Never move the terminal during printing.
- Always lift the terminal when you wish to move it.

Paper recommendations

Loading paper in the main unit tray

- Insert paper with the face down, and adjust paper guides to the paper format to avoid feed failure, skewing, and paper jams.
- Amount of loaded paper must not exceed the loading mark. If the loading mark is exceeded, this may cause feed failure, skewing, and paper jams.
- Adding paper in the pile must be avoided because it may cause double feeding.
- When withdrawing the cassette from the main unit, always support it with both hands to avoid doing drop it.
- If you use paper already printed by your machine or another printer, the printing quality may not be optimal.

Handling of paper

- Curling must be corrected before printing. Curls must not exceed 10 mm.
- Care must be taken with storage to prevent feed faults and image defects due to leaving the paper in conditions of high humidity.

Humidity control

- Paper which has become damp, or paper which has been left unused for a very long time.
- After opening the paper, it must be kept in a plastic bag.
- Paper with waved ends, paper which is creased, paper with crumples, and any other non-normal paper must not be used.

Use of envelopes

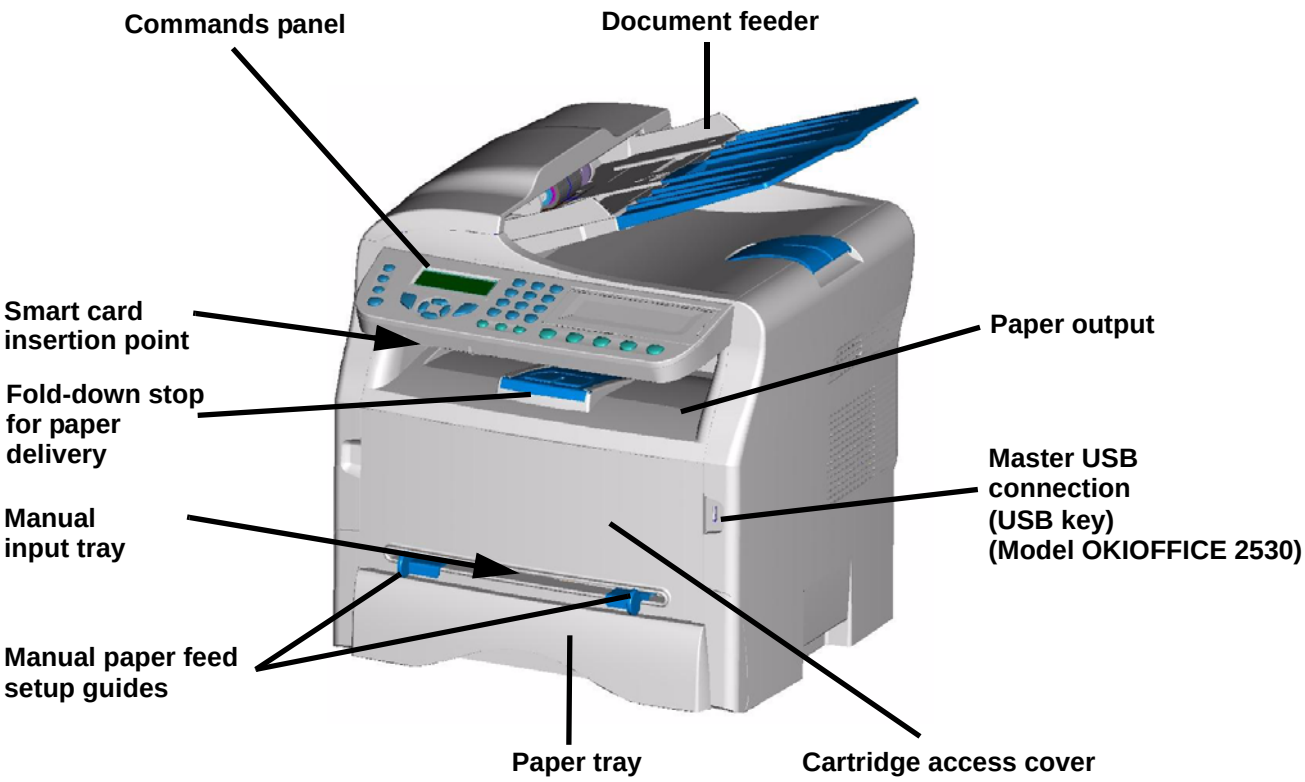
- Feeding can be done only through the manual feed.
- Recommended area should be the area which excludes 15 mm from the leading edge, 10 mm from and both the left and right edges, and the rear edge.
- A few lines may be given in solid print at the part of being overlapped.
- Envelopes which are not recommended may lead to improper printing (refer to paragraph **Peripheral specifications**, page 54).
- Curled envelope after printing should be fixed manually.
- Small crumples on the edge of the wide side of envelopes. Smearing, or less clear printing may appear on the reverse side.
- Set envelope by pressing the folding line of four edges properly after releasing air inside. Set envelope in a proper position after aligning in case it is bent or warped.

EP Cartridge recommendations

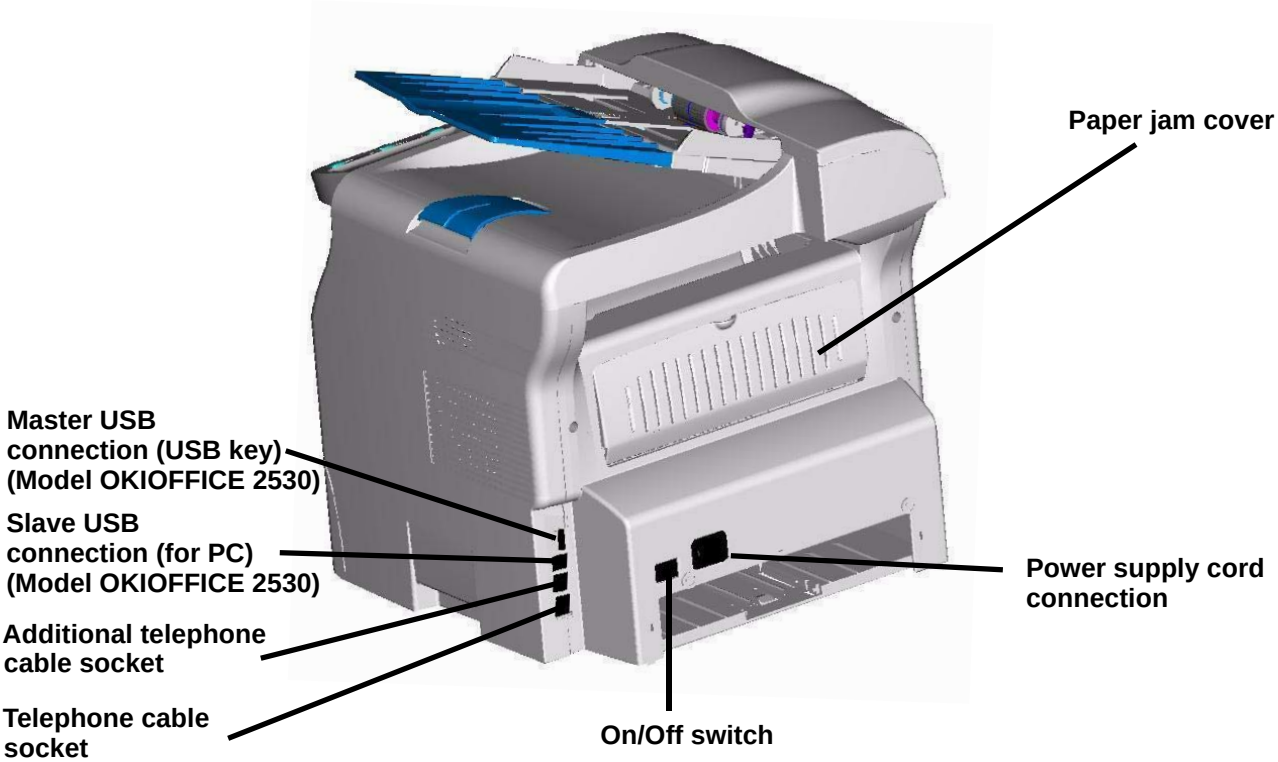
- Must not be stood on the side, or held upside down.

Terminal description

Front side

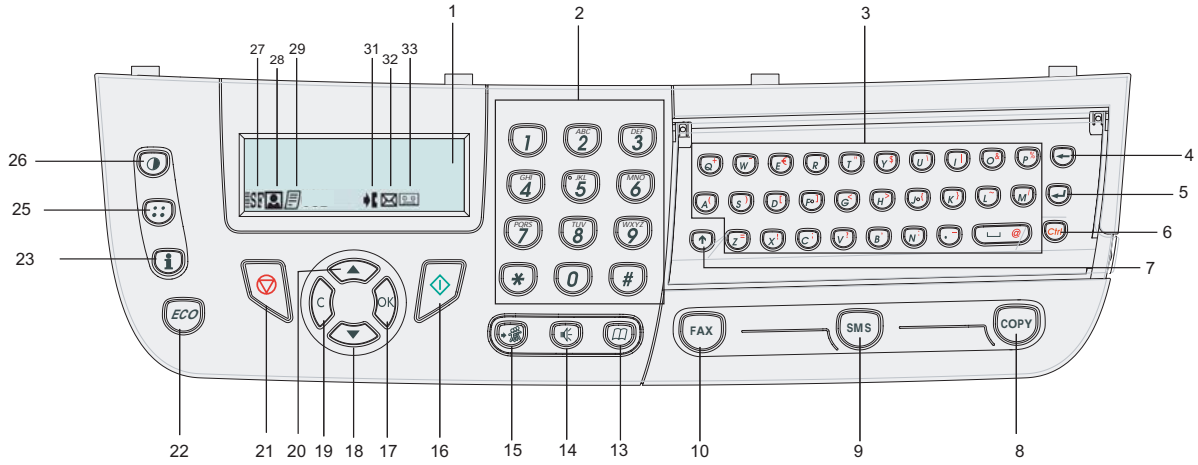


Back side

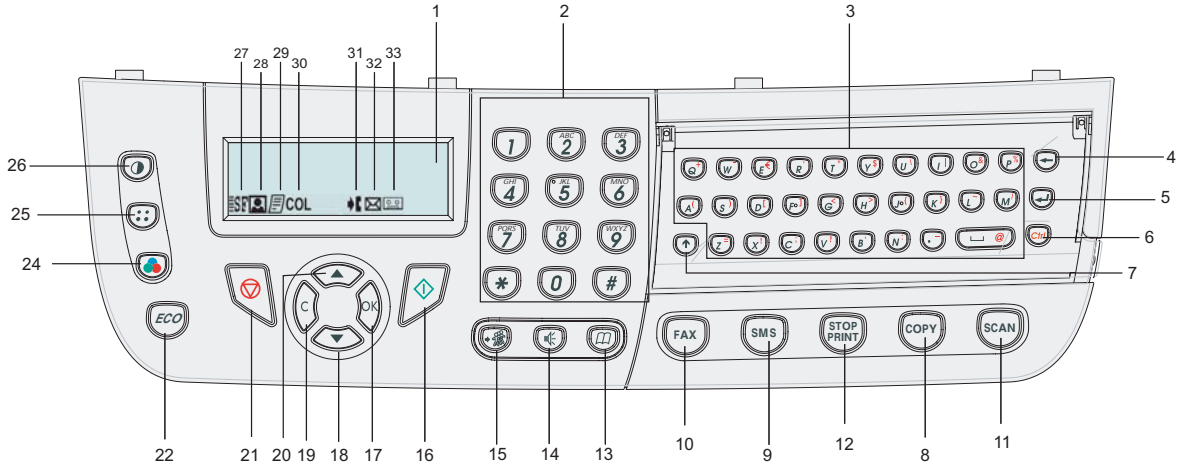


Command panel

OKIFAX 2510



OKIOFFICE 2530



1. Screen.
2. Digital keypad.
3. Alphabetical keypad.
4. Key ←: deletes the character to the left of the cursor.
5. Key ↵: input or line feed.
6. Key Ctrl : access to special characters.
7. Key ↑ : Shift.
8. Key **COPY**: local copy.
9. Key SMS : sending of an SMS (Short Message Service).
10. Key FAX : sending of a fax.
11. Key **SCAN**: document analysis to a PC or a media (USB key).
12. Key **STOP PRINT**: stops the current PC printing.
13. Key : access to directory and quick dial numbers.
14. Key : line manual connection, listen for tone during fax sending.
15. Key : multiple contact sending (fax, e-mail or SMS).
16. Key : Validation.
17. Key **OK**: confirms the displayed selection.
18. Key ▼: menu access and navigation down the menus.
19. Key **C**: back to the previous menu and input correction.
20. Key ▲: navigation up the menus.
21. Key : stops the current operation.
22. Key **ECO**: sets up the activation delay.
23. Key : prints the functions list.
24. Key : color analysis mode selection.
25. Key : analysis resolution setup.
26. Key : contrast setup.
27. Icon SF : SuperFine resolution.
28. Icon : Photo resolution.
29. Icon : Fine resolution.
30. Icon COL : colour mode.
31. Icon : activity on the telephone line.
32. Icon : Fax mode.
33. Icon : external answering machine mode.

Accessing terminal menus

All terminal functions and settings are available via the menu and are associated to a specific menu command. For example, the menu command **51** launches the printing of the functions list (the functions list stores the list of all terminal menus, sub-menus and their identification number).

Two methods are available to access menu items : a step by step method or a shortcut method.

To print the functions list with the Step by step method:

1. Press on ▼.
2. Use the ▼ or ▲ button to browse the menu and select **5 - PRINT**. Confirm with **OK**.
3. Use the ▼ or ▲ button to browse the menu **PRINT** and select **51-FUNCTIONS LIST**. Confirm with **OK**.

To print the functions list with with the shortcut method:

1. Press on ▼.
2. Enter **51** with the numerical keypad to directly print the functions list.

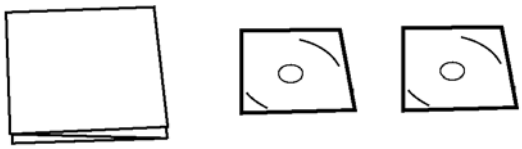
Packaging contents

The packaging contains the items listed below:

Multifunction device

1 toner cartridge

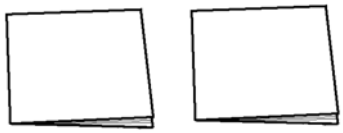
1 installation guide, 1 PC installation CD ROM (model OKIOFFICE 2530) and 1 user guide CD ROM



1 power cord

1 telephone cord

2 booklets (safety and warranty)

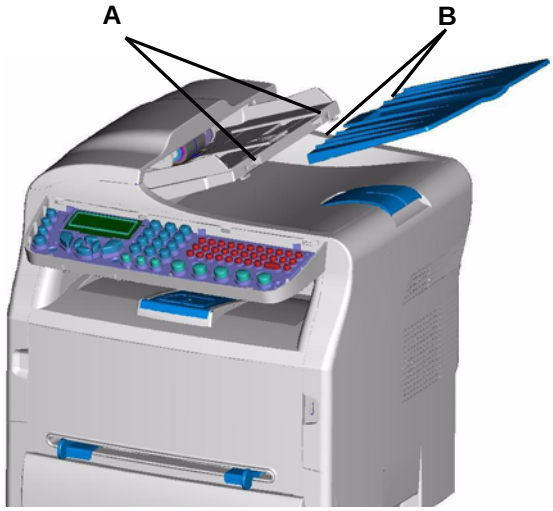


Device installation

1. Unpack the device.
2. Install the device respecting the security notices stated in the **Safety** booklet.
3. Remove all tapes from the machine.
4. Remove the plastic protection film from the screen.

Installing the document feeder

1. Secure the document feeder by fitting the two clips (**B**) in the notches (**A**) provided for this purpose.



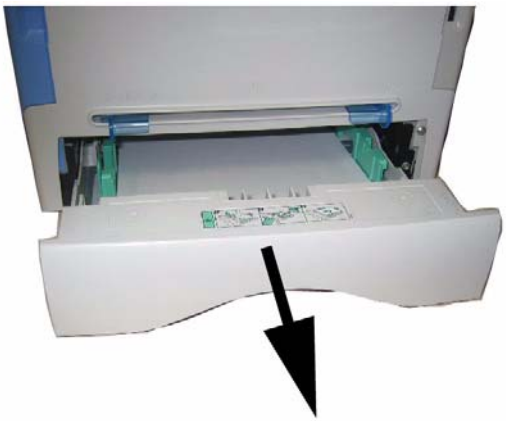
Feed cassette paper insertion

Before inserting paper, refer to paragraph **Paper recommendations**, *page 6.*

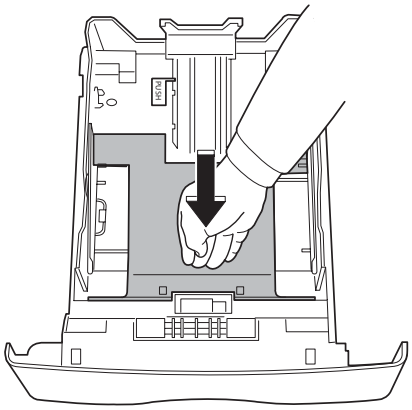
Your device accepts a number of formats and types of papers (refer to paragraph **Consumable specifications**, *page 55).*

You can use paper weighing between 60 and 105 g/m2.

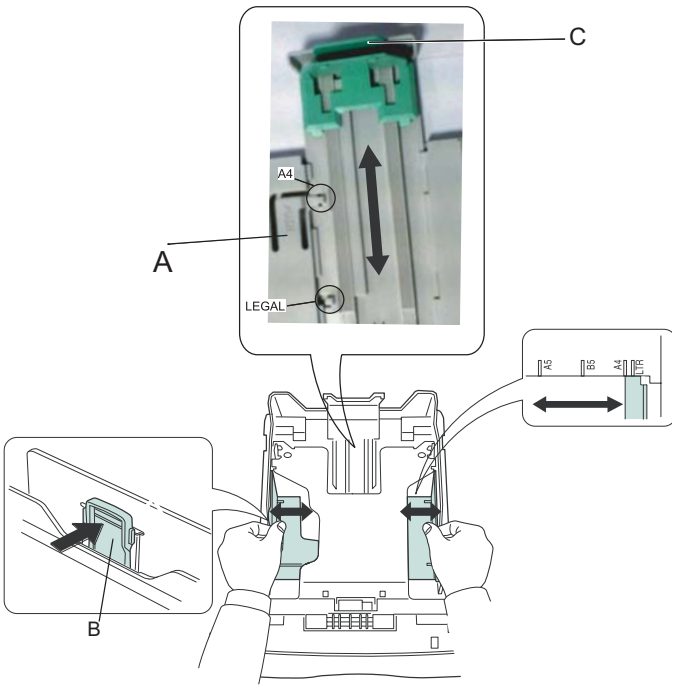
1. Remove the paper feed cassette completely.



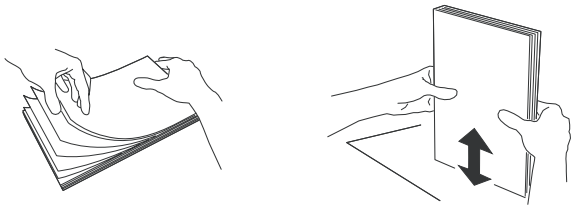
2 Push the lower panel down until it clicks.



3 Setup the back side feed cassette stop by pushing the "PUSH" lever (**A**).
Then adjust the lateral paper guides to the paper format by pushing lever (**B**) located on the left guide. Adjust the length paper guide to the paper format by pushing lever (**C**).



4 Take a paper stack, pull the paper off and align it on a flat surface.



5 Put the paper stack in the feed cassette (200 sheets for 80 g/m² paper for instance).

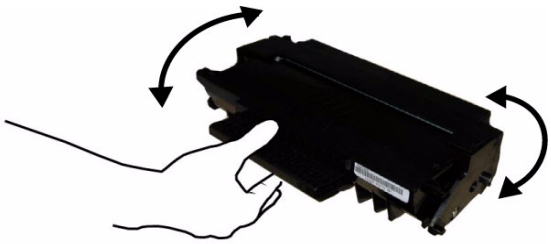
6 Put the feed cassette back in its location.

Cartridge installation

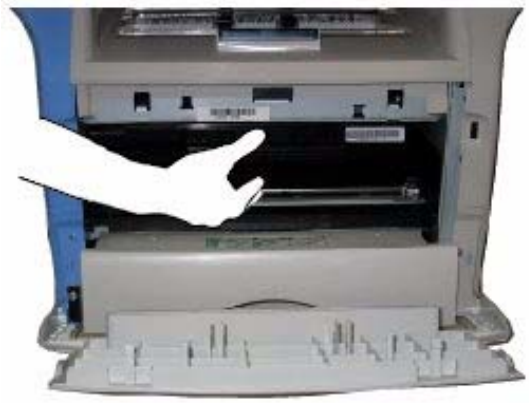
1 Stand in front of the machine.

2 Push the left and right sides of the cover and pull it at the same time towards you.

3 Unpack the new cartridge. Gently roll the cartridge 5 or 6 times to distribute the toner evenly inside the cartridge. Thoroughly rolling the cartridge will assure the maximum copies per cartridge.



4 Insert the cartridge in its slot by pushing it until it clicks (last move down) as shown on the picture below.



5 Close the cover.

Paper delivery stop

Adjust the paper delivery stop, depending on the format of the document to be printed. Do not forget to raise the flap

to prevent the sheets from falling down.

Starting your device

Device connection

*Before plugging the power cord, it is imperative to refer to the **Safety** booklet.*

1 Plug the end of the telephone line into the terminal socket and the other end into the wall telephone socket.

2 Make sure that the On/Off switch is on Off (O position).

3 Connect the power cord to the device.
Plug the power cord to outlet on the wall

4 Press the On/Off button to turn on the device (I position).

5 By default, the machine is set to operate in England and in English. To modify this parameter, refer to **Country,** page 23.

6 Set the date and time, refer to **Date/Time,** page 23.

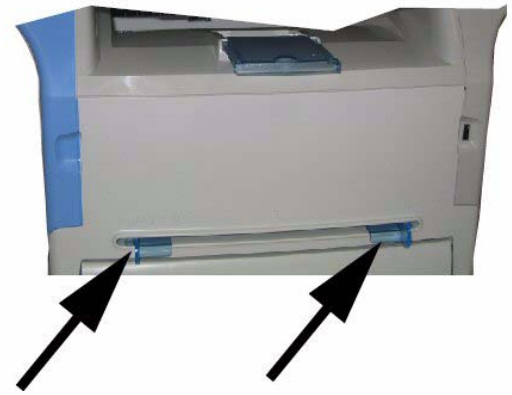
Paper insertion in the manual input tray

*Before inserting paper, refer to paragraph **Paper recommendations**, page 6.*

*The manual input tray allows you to use various paper formats with greater weightings than the one used in the paper feed cassette (refer to paragraph **Consumable specifications**, page 55).*
Only one sheet or envelope can be fed at a time.

*You can use paper, which weights between **52** and **160 g/m²**.*

1 Spread the manual feed guides to the maximum.



2 Insert a sheet or an envelope in the manual input tray.

3 Adjust the paper guides against the right and left edges of the sheet or the envelope.

*Before printing, check that the paper format you are using matches the paper format set on the printer (refer to **Copy,** page 13).*

Copy

Your machine has the function to make one or more copies.

You can also setup several parameters in order to make copies at your will.

Simple copy

In this case, the default parameters are applied.

1. Place the document to be copied in the automatic document feeder, face printed on the top.
2. Press the COPY button twice. The copy is made using the default parameters.

ECO mode copy

The ECO mode enables you to reduce the amount of toner consumed on the page so as to save your printing costs.
When the ECO mode is used, the toner consumption is reduced and the print density becomes lighter.

1. Place the document to be copied in the automatic document feeder, face printed on the top.
2. Press the COPY button.
3. Press the ECO button.

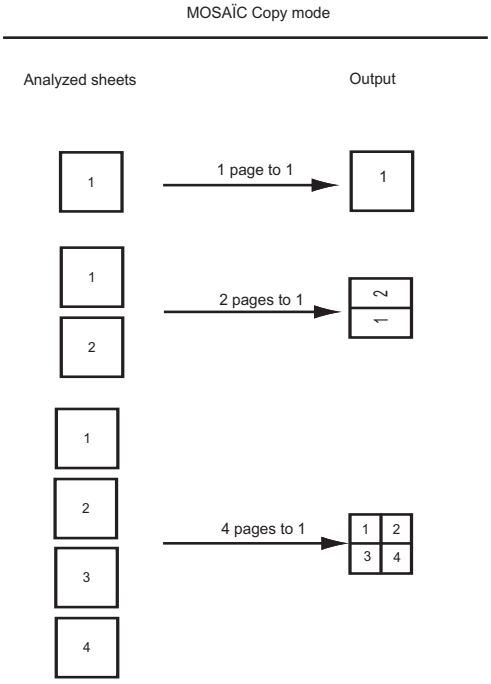
Sophisticated copy

The sophisticated copy allows to do custom setups for the current copy.

1. Place the document to be copied in the automatic document feeder, face printed on the top.

*After step 1, you can directly enter the number of copies with the numerical keypad and press the **OK** button to validate. Then refer to step 4.*

2. Press the COPY button.
3. Enter the number of copies that you want and confirm with the **OK** button.
4. Choose the paper tray **AUTOMATIC** or **MANUAL** with the buttons ▲ or ▼, then confirm with the **OK** button.
5. Choose with the buttons ▲ or ▼ the printing option (see examples below) depending on the copy mode that you want:
   - Mosaic mode : **1 Page to 1**, **2 Pages to 1**, or **4 Pages to 1**.
   Confirm with the **OK** button.



6. Adjust the desired zoom level, from **25% TO 400%** with the buttons ▲ or ▼, confirm with the **OK** button.
7. Adjust the desired origin values with the digital keyboard buttons ▲ or ▼ then confirm with the **OK** button.
8. Choose the resolution depending on the printing quality that you want **DRAFT**, **AUTO**, **QUALITY TEXT** or **PHOTO** with the buttons ▲ or ▼, then confirm with the **OK** button.
9. Adjust the contrast level with the buttons ▲ or ▼, then confirm with the **OK** button.
10. Adjust the desired brightness level with the buttons ▲ or ▼, then confirm with the **OK** button.
11. Choose the paper type **NORMAL**, **THICK** with the buttons ▲ or ▼, then confirm with the **OK** button.

Special setup for the copy

*Setups done through this menu become the device **default setups** after you confirm.*

When the quality of the printing is not satisfying, you can proceed to a calibration (refer to paragraph **Calibrate your scanner***, page 29).*

Resolution setup

*The **RESOLUTION** parameter allows you to setup the photocopy resolution.*

841 - ADVANCED FCT/COPY/RESOLUTION

1 Choose the resolution with the buttons ▲ or ▼ according to the following table:

Parameter	Signification
DRAFT	Low resolution.
AUTO	Standard resolution for documents containing text and graphics.
QUALITY TEXT	Optimal resolution for documents containing text.
PHOTO	Optimal resolution for documents containing photographies.

2 Confirm your choice by pressing the **OK** button.

You can also setup the resolution by pressing the button.

Zoom setup

The **ZOOM** parameter allows you to reduce or enlarge an area of a document by choosing the origin and the zoom level to apply to the document, from 25 to 400 %.

842 - ADVANCED FCT/COPY/ZOOMING

1 Enter the desired zoom level with the Alpanumerical keyboard or choose among predefined values with the buttons ▲ and ▼.

2 Confirm your choice by pressing the **OK** button.

Assembled copy setup

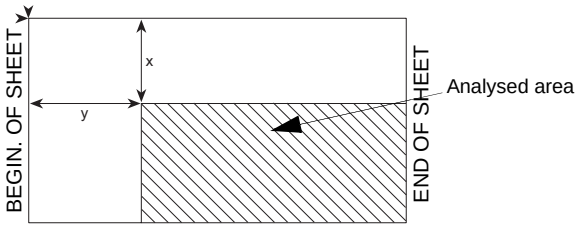
843 - ADVANCED FCT/COPY/ASSEMBLED

The **ASSEMBLED** parameter allows you to assemble or disassemble your copies. Enter the desired setting and confirm your choice by pressing the **OK** button.

Analysis origin setup

If you want, you can change the origin of the scanner.

By entering new values for X and Y in mm (X < 209 and Y < 280), you move the analysed area as shown on the diagram below.



844 - ADVANCED FCT/COPY/ORIGIN

1 Select the X and Y coordinates with the buttons ▲ or ▼.

2 Setup the desired coordinates with the digital keyboard or the buttons ▲ and ▼, confirm your choice by pressing on the **OK** button.

Contrast setup

*The **CONTRAST** parameter allows to choose the photocopy contrast.*

845 - ADVANCED FCT/COPY/CONTRAST

1 Setup the desired level of contrast with the buttons ▲ and ▼, confirm by pressing the **OK** button.

2 You can also directly setup the desired contrast with the button, press several times on this button until the desired setup without using the Menu 845.

3 Quit this menu by pressing the button.

Brightness setup

*The **BRIGHTNESS** parameter allows to lighten or darken your original document.*

846 - ADVANCED FCT/COPY/LUMINOSITY

1 Setup the desired brightness with the buttons ▲ and ▼.

2 Confirm your choice by pressing the **OK** button.

3 Quit this menu by pressing the button.

Paper type setup

851 - ADVANCED FCT/SCAN. & PRINT/PAPER TYPE

1 Select the paper **NORMAL** or **THICK** that you use with the buttons ▲ and ▼.

2 Confirm your setup by pressing the **OK** button.

3 Quit this menu by pressing the button.

Paper tray selection

The **Automatic** selection can have two meanings depending on the paper format defined on the paper trays. The following table describes the different cases.

	Default tray	Tray used for copy
Same paper format in the trays	**AUTOMATIC**	Selection between the main tray and the manual tray.
	MANUAL	The manual tray is used.
Different paper format in the trays	**AUTOMATIC**	The main tray is used
	MANUAL	The manual tray is used.

▼ 852 - ADVANCED FCT/SCAN. & PRINT/TRAY PAPER

1. Select the default paper tray to use, **AUTOMATIC** or **MANUAL,** with the buttons ▲ and ▼.
2. Confirm by pressing the **OK** button.
3. Quit this menu by pressing the button.

Sheet-feed analysis margins setup

If you want to, you can offset the lateral margins of the document to the left or right during the analysis with your sheet-feed scanner.

▼ 853 - ADVANCED FCT/SCAN. & PRINT/ S.F. MARGINS

1. Setup the left / right margins offsets (by 0.5 mm steps) with the buttons ▲ and ▼.
2. Confirm by pressing the **OK** button.
3. Quit this menu by pressing the button.

Left and right printing margins setup

If you want to, you can offset the lateral margins of the document to the left or right during printing.

▼ 854 - ADVANCED FCT/SCAN. & PRINT/ PRINTER MARG

1. Setup the left / right margins offsets (by 0.5 mm steps) with the buttons ▲ and ▼.
2. Confirm by pressing the **OK** button.
3. Quit this menu by pressing the button.

Top and bottom printing margins setup

If you want to, you can offset the lateral margins of the document towards the top or the bottom during printing.

▼ 855 - ADVANCED FCT/SCAN. & PRINT/TOP PRINT.

1. Setup the top / bottom margins offsets (by 0.5 mm steps) with the buttons ▲ and ▼.
2. Confirm by pressing the **OK** button.
3. Quit this menu by pressing the button.

Format paper setup

This menu allows you to define the default paper format of the manual tray and the main tray. You can also setup the default scanning width.

▼ 856 - ADVANCED FCT/SCAN. & PRINT/ PAPER FORMAT

1. Select the paper tray for which you want to define a default paper format with the buttons ▲ and ▼.
2. Confirm by pressing the **OK** button.
3. Choose the paper format with the buttons ▲ or ▼ according to the following table:

Paper tray	Available paper format
MAN. TRAY	A5, A4, Legal and Letter
AUTO. TRAY	A5, A4, Legal and Letter
SCANNER	LTR/LGL and A4

4. Confirm by pressing the **OK** button.
5. Quit this menu by pressing the button.

Fax

This chapter describes all the fax processing and configuration functions.
You will also find a section describing fax mailboxes.

Fax transmission

Immediate transmission

1. Place the document to be copied in the automatic document feeder, face printed on the top.
2. Enter the fax number or choose your dialling mode then press .

   The icon flashes during the call phase, it stays lit when both faxes are in communication.
3. At the end of transmission the initial screen is displayed.

Delayed transmission

This function allows you to transmit a document at a later time.

To program a postponed transmission you need to identify the subscriber number, transmission time, feeder type and number of pages.

When sending in "Deferred Send" mode, make sure that the document is located in the right direction.

To delay the transmission time of your document :

1. Place the document to be copied in the automatic document feeder, face printed on the top.
2. Select ▼**31 - *FAX / TRANSMISSION***.
3. Enter the subscriber number you wish to program at a different time or choose your dialling mode and confirm with **OK**.
4. Next to the current time, enter the new time and confirm with **OK**.
5. Adjust the contrast and confirm with **OK**.
6. Select the feed type, **FEEDER** or **MEMORY** and confirm with **OK.**
7. You may enter the number of pages before transmission and confirm with **OK**.

Your document is stored and will be sent at the new time.

Transmission with auto redial

This function allows you to monitor the dialling operation during a fax transmission. In this case, the maximum transmission rate will be 14400 bps.

This function allows for example:

- to hear if the subscriber's fax is engaged and if so, choose the moment when the line is clear to start the document transmission.
- to control the communication progress in case of uncertain numbers, etc.

To take the line manually:

1. Place the document in the fax feeder.
2. Press .
3. If necessary, set the sound level with navigator ▲ or ▼ keys.
4. If not already done, enter the subscriber number. As soon as you hear the remote fax tone, the line is clear and you can start the transmission.
5. Press to start the document transmission.

*If your machine is set in order to print a transmission report (***Transmission report***, page 24), the reduced copy of the document first page will not be printed and it notifies you that the communication is manual.*

Fax reception

Fax reception depends on the parameter settings of your machine.
The following parameters let you customize the printing of received faxes :

- **Reception Mode**, page 25;
- **Reception without paper**, page 25;
- **Number of copies**, page 25;
- **Fax or PC reception (Model OKIOFFICE 2530)**, page 26;
- **Received faxes reduction mode**, page 26;
- **Technical Parameters**, page 26.

The printing is not possible on A5 paper format.

The following tables gives which tray is used to print received fax depending on the default tray and the paper format in both trays.

Default tray set to **Manual** :

Manual tray paper format	Main tray paper format	Action
A4,Letter and Legal	**A4,Letter and Legal**	The fax is printed on manual tray.
A4,Letter and Legal	**A5**	The fax is printed on manual tray.

Manual tray paper format	Main tray paper format	Action
A5	**A4,Letter and Legal**	An error message is displayed on the screen. The paper on manual tray is incompatible.
A5	**A5**	An error message is displayed on the screen. The paper on manual tray is incompatible.

Default tray set to **Automatic** :

Manual tray paper format	Main tray paper format	Action
A4,Letter and Legal	**A4,Letter and Legal**	The fax is printed with an automatic selection of tray.
A4,Letter and Legal	**A5**	An error message is displayed on the screen. The paper on automatic tray is incompatible.
A5	**A4,Letter and Legal**	The fax is printed on the main tray.
A5	**A5**	An error message is displayed on the screen. The paper on automatic tray is incompatible.

Relay broadcast

Your fax machine (initiator) can relay a document, in other words, transmit a document to your subscribers via a remote fax and with a precise relay list.
To do this the initiator fax and the remote fax must both have the relay function.
To relay you need to supply the remote fax with the document and the relay list number. The remote fax will then transmit this document to all subscribers on the list.
Once the relay is activated by your fax and as soon as the document is received by the remote fax, the document is printed before relaying to all subcribers on the list.

To activate relay from your fax machine:

1. Insert the document to relay.
2. Select ▾**37** - ***FAX / BROADCAST***.
3. Enter the remote fax number where you will relay to or choose your dialling mode and press **OK**.
4. Enter the relay list number used by the remote fax and press **OK**.
5. You may enter the time you wish to transmit the document next to the current time and press **OK**.
6. If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY**, then press **OK**.
7. If you wish, you may enter the number of pages of your documents before transmitting.

The document in the feeder will be relayed either immediately or at a later time (according to your choice) to the remote fax which will relay the document.

Fax answering machine

The Fax answering machine allows you to keep confidential documents in storage and to avoid printing them as you receive them.
The indicator light lets you know the state of your Fax answering machine:

- Light on: the answering machine is on.
- Blinking: your fax has documents in storage or is in the process of receiving faxes.
- Light off: memory full, the terminal cannot receive any more documents.

You can assure document confidentiality by using the 4 digit access code. Once saved, you will require this access code for:

- printing fax messages in memory,
- activating or deactivating the fax answering machine.

Saving an access code

▾383 - FAX / FAX ANSW. / ANSWER CODE

1. Enter the code (4 digits) and confirm with **OK**.
2. Quit this menu by pressing the button.

Activating / Deactivating the answering machine

▾382 - FAX / FAX ANSW. / ACTIVATION

1. If you saved an access code for your fax answering machine, enter it and validate with **OK**.
2. Select the required option **WITH** or **WITHOUT** answering machine and confirm you choice with **OK**.
3. Quit this menu by pressing the button.

Printing fax messages stored in the memory

The printing is not possible on A5 paper format.

▾381 - FAX / FAX ANSW. / PRINT

1. If you have defined an access code for your fax answering machine, enter it and press **OK**.

Documents received and stored in the memory are printed.

Fax rerouting

This function is used to reroute faxes received to a directory contact. To use this function, you have to perform two operations:

1 Activate rerouting.
2 Set the rerouting address of the fax.

Activating rerouting

391 - FAX / REROUTING / ACTIVATION

1 Using the keys ▼ and ▲ within the navigator, select option **WITH** and confirm with **OK**.
2 Quit this menu by pressing the button.

*If the function **WITHOUT** is selected, the menus **392** and **393** will not be included in the functions overview, when it is printed out (refer to* **Setting the re-direction contact***, page 18,* **Printing rerouted documents***, page 18 and* **Printing the functions guide***, page 27.*

Setting the re-direction contact

392 - FAX / REROUTING / CALL NUMBER

Make sure that the subscriber exists in the directory (refer to paragraph **Directory***, page 30).*

1 Using the keys ▼ and ▲ within the navigator, select the subscriber from the directory.
2 Quit this menu by pressing the button.

Printing rerouted documents

393 - FAX / REROUTING / COPY

1 Using the keys ▼ and ▲ within the navigator, select the **COPY** option (local printout of the information relayed to your device) either **WITH** or **WITHOUT**.
2 Confirm with **OK**.
3 Quit this menu by pressing the button.

Rerouting fax messages to a USB memory key (model OKIOFFICE 2530)

This function allows you to reroute received fax messages to a USB memory key connected to your terminal. The USB memory key then becomes the terminal reception memory.
Fax messages that are rerouted are therefore saved on the USB memory key with format Tiff and are named as follows : "LFL2\FAX\FAXYYMMDDHHMMSS.tiff" where YYMMDDHHMMSS corresponds to the fax reception date and time.

You can also print fax messages rerouted to your USB memory key automatically by activating menu **052 PRINT**.

Activating rerouting

Before activating this function, connect the USB memory key to the terminal.

051 - MEDIA / FAX ARCHIVING / ACTIVATION

1 Using the keys ▼ and ▲ within the navigator, select option **WITH** and confirm your choice with **OK**.
2 Quit this menu by pressing the button.

Printing rerouted documents

The printing is not possible on A5 paper format.

052 - MEDIA / FAX ARCHIVING / PRINT

1 Using the keys ▼ and ▲, select the copy option **WITH** to print all rerouted documents automatically.
2 Confirm your choice with **OK**.
3 Quit this menu by pressing the button.

Transmission waiting queue

This function lets you obtain a recap of all documents queuing, for transmission, including those in deposit or in delayed transmission, etc.
It allows you to:

- **Consult** or **modify** the waiting queue. In this waiting queue the documents are coded the following way: Order number in the queue / document status / subscriber's telephone number.
  Documents may have the following status:
  - **TX**: transmission
  - **REL**: relay
  - **DOC**: in deposit
  - **POL**: polling
  - **MBX**: send to mailbox
  - **PMB**: mailbox polling
  - **TR**: ongoing commands
  - **SMS**: SMS transmission
- **Immediately perform** a transmission from the waiting queue,
- **Print a document** in storage, waiting to be transmitted or in deposit,
- **Print the waiting queue**, in order to get the status of each document in the queue, by either:
  - queue order number,
  - document name or number,
  - scheduled transmission time (fax),
  - operation type regarding the document: transmission from memory, delayed transmission, deposit,
  - number of pages of the document,
  - document size (percentage of space stored in memory)
- **Cancel** a transmission request in the waiting queue.

Performing immediate transmission from the waiting queue

▾ **61 - *COMMANDS / PERFORM***

1 Select the document in the waiting queue and confirm your choice with **OK** or to immediately perform the selected transmission.

Consulting or modifying the waiting queue

▾ **62 - *COMMANDS / MODIFY***

1 In the waiting queue select the required document and confirm your choice with **OK**.

2 You may now modify the parameters of the given document then confirm your modifications by pressing .

Deleting a transmission on hold

▾ **63 - *COMMANDS / CANCEL***

1 In the waiting queue select the desired document and confirm your choice with **OK**.

Printing a document in waiting or in deposit

▾ **64 - *COMMANDS / PRINT***

1 In the waiting queue select the desired document and confirm your choice with **OK**.

Printing the waiting queue

▾ **65 - *COMMANDS / PRINT LIST***

A document called ** COMMAND LIST ** is printed.

Cancelling a transmission in progress

Cancelling a transmission in progress is possible whatever the type of transmission but varies depending on whether the transmission is a single call number or a multi-call number.

- For a single call number from the memory, the document is erased from the memory.
- For a multi-call number, only the call number in progress at the time of the cancellation is erased from the transmission queue.

To cancel transmission in progress:

1 Press .
A message will ask you to confirm cancellation by pressing a second time.

2 Press to confirm cancellation in progress.

If your machine is set to print a transmission report, it will print that the communication was cancelled by the user.

MailBoxes (MBX Fax)

There are 32 mailboxes (MBX), enabling you to transmit documents in complete confidence using an access code (named MBX code), to all subscribers equipped with a fax compatible to yours.
MBX 00 is public. It is handled directly by the terminal to record the messages of the fax TAD as soon as this is put into service.
MBX's 01 to 31 are private. Each is password-protected. They can be used to receive documents confidentially.
The use and access to MBX 01 - 31 are conditioned by the initialisation, defined by a MBX code (if needed) and a mnenonic (its S.I.D.).
Later you may:

- modify the features of an MBX,
- print the contents of an MBX, only possible if the MBX contains one or more documents (with a star next to the MBX). When the contents of an MBX have been printed it becomes empty,
- delete an MBX, only if the MBX is initialised and empty,
- print the the list of your fax machine's MBX's.

You may receive and send through an MBX in complete confidentiality.
When depositing a document into your MBX, the access code is not needed. All documents deposited in a MBX are added to the ones already present.
In polling, the MBX's are only accessible with an MBX code.
You may perform MBX deposits or polls by:

- depositing a document in a fax MBX,
- transmitting to deposit a document in a remote fax MBX,
- performing document poll from a remote fax.

Creating an MBX

▾ **71 - *MAILBOXES / CREATE MBX***

1 Select a free MBX out of the 31 MBX or directly enter the number of a free MBX and confirm with **OK**.

2 Select option **MAILBOX CODE** and press **OK**.
Value 0000 is always displayed.
Enter the code of your choice, if needed, and press **OK**.

3 Select option **MAILBOX NAME** and press **OK**.

4 Enter this MBX's S.I.D. (20 characters max.) and press **OK**.

The MBX is initialised. If you wish to initialise another, press **C** and repeat the same procedure.

5 To exit the MBX, press .

Modifying the features of a MBX

▾ **71 - *MAILBOXES / CREATE MBX***

1. Select the desired MBX out of the 31 MBX's, or enter the number of the MBX directly and press **OK**.
2. Enter the code of this MBX, if there is one, and confirm with **OK**.
3. Select the menu **MAILBOX CODE** or **MAILBOX NAME**, then confirm your choice with **OK**.
4. Perform data modification of the menu and confirm with **OK**.

If needed, repeat the last two steps for the other menu.

Printing the contents of a MBX

▾ **73 - *MAILBOXES / PRINT MBX***

1. Select the desired MBX out of the 31 MBX's, or enter the number of the MBX directly and press **OK**.
2. Enter the code of this MBX, if there is one, and confirm with **OK**.

All documents found in the MBX are printed and the MBX is emptied.

Deleting a MBX

Before deleting an MBX, you need to make sure it is empty, by printing its content.

▾ **74 - *MAILBOXES / DELETE MBX***

1. Select the desired MBX out of the 31 MBX's, or enter the number of the MBX directly and press **OK**.
2. Enter the code of this MBX, if there is one, and confirm with **OK**.
3. Press **OK** to confirm the MBX deletion.

The MBX is deleted and will appear as a free MBX in the list.

Printing the MBX list

▾ ***75 - MAILBOXES / PRT MBX LIST***

The list gives the status of each MBX.

MBX deposit in your fax

1. Insert the document in the fax machine's feeder.
2. Select ▾***72 - MAILBOXES / DEPOSIT MBX*** and confirm with **OK**.
3. Select the desired MBX out of the 31 MBX's, or enter the number of the MBX directly and press **OK**.

The document placed in the feeder is saved in the selected MBX.

MBX deposit in a remote fax

1. Insert the document in the fax machine's feeder.
2. Select ▾***35 - FAX / MBX SENDING*** and confirm with **OK**.
3. Enter your subscriber's number for MBX deposit or choose your dialling mode and validate with **OK**.
4. Enter the subscriber's MBX number and confirm with **OK**.
5. If you wish to delay transmission, enter the new transmission time next to the current time and press **OK**.
6. If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY**, and press **OK**.
7. If you wish, you may enter the number of pages of your document before transmitting and confirm with **OK**.

In the case of an immediate transmission, the document is sent immediately.
If the document is set for a postponed transmission, the document will be stored in the memory and sent at the requested time.

MBX polling from a remote fax

▾***36 - FAX / MBX POLLING***

1. Enter your subscriber's number for MBX polling or choose your dialling mode and confirm with **OK**.
2. Enter the subscriber MBX number and press **OK**.
3. Enter this MBX access code and press **OK**.
4. If you wish to delay the poll time, enter the departure time next to the current time and press **OK**.

As soon as the remote fax is subscribed, either immediately or later, the document(s) in the remote fax MBX are receveid in your fax.

Please check for remote fax compatibility.

Deposit and Polling

You may **deposit** a document in your fax and keep it available to one or more subscribers who can obtain a fax of this document by calling your fax with the **POLL** function.

Setting the machine for document deposits, you must define the type:

- SIMPLE- it may be polled only once from the memory or feeder,
- MULTIPLE- it may be polled as many times as necessary from the memory.

Setting the machine for polled documents, you must define the poll number, then depending on the type of poll you may:

- launch an immediate poll,
- program a delayed poll with a chosen time,
- launch a multi-poll, either immediately or later.

Placing a document in deposit

1. Insert the document to deposit in the feeder.
2. Select ***34 - FAX / POLLING TX*** and confirm with **OK**.
3. Choose the deposit type, according to the table below:

Menu	Procedure
Simple	**1** Select **FEEDER** or **MEMORY**. **2** If necessary, adjust the contrast and confirm with **OK**. **3** Enter the number of pages that you wish to deposit.
Multiple	**1** If necessary, adjust the contrast and confirm with **OK**. **2** Enter the number of pages that you wish to deposit.

3. Confirm deposit by pressing **OK**.

Polling a deposited document

33 - FAX / POLLING RX

1. Enter the number of the party whose document you want to poll or choose your dialling mode.

   You can poll several documents using the key .
2. Depending on the type of poll, you should:

Menu	Procedure
Immediate poll	**1** Press .
Delayed poll	**1** Press **OK**. **2** Next to the current time, enter the time you wish to poll the document and press .

SMS

Thanks to the **SMS** *button, you can send an SMS to subscribers all over the world. An SMS (Short Message Service) is a service which permits short written messages to be sent to mobile phones or other SMS-compatible devices.*
The number of characters you can send per message is dependent upon the service provider and the country you are sending your SMS from (e.g. France 160 characters, Italy 640 characters).
The SMS service is dependent upon the country and the service provider.

There is a special scale of charges for the SMS service.

SMS Parameters

Presentation of the sender

This setting allows you to show the name or the number of the sender when sending an SMS.

▼ 41 - SMS SERVICE / SENDER

1. Select the option **WITH** or **WITHOUT** presentation of the sender using the ▲ or ▼ keys.
2. Validate with **OK**.
3. To exit this menu, press .

SMS Center transmission number

This setting allows you to enter the transmission number for the SMS Server. Your Internet provider will provide you with this number.

▼ 421 - SMS SERVICE / INIT. SMS / SERVER

1. Enter the number of the transmission server using the digital keypad.
2. Validate with **OK**.
3. To exit this menu, press .

Sending an SMS

1. Press the key.
2. Write your SMS using the alphabetical keypad. To do so, an editor is at your disposal:
   - for upper case letters, use the ↑ key,
   - to move inside the data entry field, use ▼ and ▲,
   - to move in the text from one word to another, press **CTRL** and one of the navigator keys (▼ or ▲).
   - to go to the next line, use ↵,
   - to delete a character (by moving the cursor to the left), use ← or **C**.
3. Validate with **OK**.
4. Dial the number of the recipient (mobile phone or any other SMS-compatible device) in one of the following ways:
   - dial the number using the digital keypad,
   - enter the first letters of the recipient name,
   - press the key until the required name appears (names are classified in alphabetical order).
     Your SMS may be sent to only one person or to several people. To send an SMS:
   - to only one person, press **OK** to confirm,
   - to several people:
5. Press the key and enter the next recipient's number.
6. Repeat the operations as many times as required (10 persons max.). Press **OK** to validate the last recipient; **SENDING SMS** is displayed as the SMS is being sent.

- If **SMS** appears, then the SMS has been put on hold and a further attempt will take place a couple of minutes later. To immediately execute or cancel transmission, refer to paragraph **Transmission waiting queue**, page 18.
- To check the SMS has been sent properly, you may print the transmission/reception log (refer to paragraph **Printing the logs**, page 27).

Parameters/ Setup

You can setup your machine as you like depending on the use. You will find in this chapter description of the functions.

You can print the functions guide and the available setup of your multifunction machine.

Your machine is continuously being updated, new functions are regularly made available. To benefit, visit our website www.okiprintingsolutions.com and download the last updates.

Date/Time

At any moment you may change the date and time on your multifunction machine.

▼21 - SETUP / DATE/TIME

1. Press ▼, enter **21** using the keypad. Confirm with **OK**.
2. Enter the numbers of the required time and date one after another (for example November 8 2004 at 9h33, press 0 8 1 1 0 4 0 9 3 3) and press **OK** to confirm.
3. To exit this menu, press .

Your fax number/Your name

Your multifunction machine will print out your fax number and your name on each document it transmits if you save these settings.

*To benefit from this feature, you must set **SENDING HEADER** to **WITH** (**Technical Parameters**, page 26).*

▼22 - SETUP / NUMBER/NAME

1. Press ▼, enter **22** using the keypad. Confirm with **OK**.
2. Enter your fax number (20 digits max.) and press **OK** to confirm.
3. Enter your name (20 characters max) then press **OK** to confirm.

   For example, if you want to type the letter C, press the key **C** until it appears on the screen.
4. To exit this menu, press .

Type of network

You may connect your fax to either a PSTN or private network such as private automatic branch exchange (PABX). You must select the network which is the most convenient.

To select the type of network:

▼251 - SETUP / TEL. NETWORK / NETWORK TYPE

1. Select option **PABX** or **PSTN** then confirm your choice with **OK**.
2. To exit this menu, press .

Geographical settings

These settings will enable you to use your machine in different preset countries using different languages.

Country

By choosing a country, you initialise:

- the settings for the public telephone network,
- the language by default.

To select the country:

▼201 - SETUP / GEOGRAPHICAL / COUNTRY

1. Select the required option and press the **OK** key to confirm.
2. To exit this menu, press .

If none of the options in the list is suitable, select the "OTHER" option.

Network

This setting enables you to manually set the type of public telephone network (PSTN) for a country, so that your machine can communicate over the public telephone network in compliance with the applicable standards.

By default, setting a country using the ▼201 OK command automatically sets the type of PSTN to use in the selected country.

*These settings are different from the **NETWORK TYPE**, which allows you to choose between public and private network.*

To manually select the type of public telephone network:

▾202 - SETUP / GEOGRAPHICAL / NETWORK

1 Select the required option and press the **OK** key to confirm.

2 To exit this menu, press .

If none of the options in the list is suitable, select the "OTHER" option.

Language

This setting enables you to choose the menu language of your choice. By default, the multifunction machine is set to English.

▾203 - SETUP / GEOGRAPHICAL / LANGUAGE

1 Select the required language using ▾ and ▴, then press the **OK** key to confirm.

2 To exit this menu, press .

Local prefix

This function is used when your fax is installed with a private network, behind a company's PABX. It allows you to program an additional automatic **local prefix** (to be defined), enabling you to automatically exit the company's telephone network system, but only under certain conditions:

- the company's internal numbers, where a prefix is not required, must be short numbers less than the **minimal size** (to be defined, for example France has 10 digits),
- the outside numbers requiring a prefix, must be long numbers greater or equal to the **minimal size** (to be defined, for example France has 10 digits).

Programming your fax with the local prefix consists of two steps:

1 defining the **minimal size** (or equal) of the company's outside numbers,

2 defining the outgoing **local prefix** of the company's telephone network. This prefix will automatically be added as soon as an external number is dialled.

If you define a local prefix, do not add it to the numbers stored in the directory, it will be automatically dialled with each number.

Prefix

▾252 - SETUP / TEL. NETWORK / PREFIX

1 You can change the default value for the minimal size of the company's outside numbers and validate with **OK**.
The minimal size will range between 1 and 30.

2 Enter the outgoing local prefix of the company's telephone network (maximum 5 characters) and validate with **OK**.

3 To exit this menu, press .

Transmission report

You may print a **transmission report** for all communications over the telephone network (PSTN).
You may choose between more than one criteria for printing reports:

- **WITH**: a report is given when the transmission was properly performed or when it is completely abandoned (but there is only one report per request),
- **WITHOUT**: no transmission report, however, your fax will note all transmissions that took place in its log,
- **ALWAYS**: a report is printed with each transmission,
- **ON ERROR**: a report is printed only if the transmission failed or is abandoned.

With each transmission report from memory, a reduced version of the first page is automatically reproduced.
To select the report type:

▾231 - SETUP / SEND / SEND REPORT

1 Select the required option **WITH**, **WITHOUT**, **ALWAYS** or **ON ERROR** and confirm your choice with **OK**.

2 To exit this menu, press .

Document feed type

You may choose the way you want to feed your documents:

- from **memory**, transmission will take place only after memory storage of the document and dialling.
  It allows you to get your originals back quickly to free up the machine.
- from the **feeder** of the sheet-feed scanner, transmission will occur after dialling and paper scanning. It allows transmission of larger documents.

To select the way you want to feed your documents:

▾232 - SETUP / SEND / MEMORY SEND.

1 Select the option **MEMORY** or **FEEDER** and validate your choice with **OK**.
In feeder mode, reduced images will not appear on the transmission report.

2 To exit this menu, press .

Economy period

This function allows you to defer a fax transmission to "off-peak hours" and thus reduce the cost of your communications.
The **economy period**, via the telephone network (at off-peak hours), is preset by default from 7.00 pm to 7.30 am. Nevertheless you may change this time slot.

To modify the economy period:

233 - SETUP / SEND / ECO PER.

1 Enter the hours of the new economy period and confirm your selection with the key **OK**.

To use the economy period:

32 - FAX / ECO TRANS.

1 Enter the call number and confirm with **OK**.
2 Adjust the contrast and confirm with **OK**.
3 Select the feed type, **FEEDER** or **MEMORY** and confirm with **OK**.
4 You may enter the number of pages before transmission and confirm with **OK**.

Reception Mode

This function enables you, if you have an external device (telephone, answering machine) plugged in to the EXT socket on your terminal or to the telephone plug adapter, to select the device receiving faxes and/or voice messages.

You may choose between the following reception modes :

- **MANUAL** : the terminal does not receive any documents automatically. When you answer your telephone and realise that you are receiving a fax, you should press the button on the terminal to receive the fax.
- **FAX** : the Fax reception mode is launched on the terminal systematically.
- **FAX-ANSWER.** : the terminal handles reception of fax messages automatically, the external device handles reception of telephone communications automatically. Press the #0 buttons on your telephone to cancel fax detection.

To set the reception mode:

241 - SETUP / RECEPTION / MODE

1 Select the required option and confirm with **OK**.
2 To exit this menu, press .

If you have connected a telephone to the EXT socket on your terminal or to a telephone plug adaptor, we recommend that you set the reception mode to MANUAL.

When you receive a call, you pick up using this telephone and you hear the particular fax tone. You can:

- press the button on your terminal or buttons #7 on your telephone to receive the fax

Reception without paper

Your fax offers you the possibility to either accept or refuse document reception if your printer is unavailable (no paper...).
If your fax printer is unavailable, you may choose between two modes of reception:

- reception mode **WITHOUT PAPER**, your fax saves the incoming messages in the memory,
- reception mode **WITH PAPER**, your fax refuses all incoming subscribers.

To select the reception mode:

242 - SETUP / RECEPTION / REC. PAPER

1 Select the option **WITH PAPER** or **WITHOUT PAPER** and confirm your choice with **OK**.

Paper out is indicated by a beep and a message on the screen.
Received faxes are then stored in memory (icon flashing) to be printed as soon as you add paper into the feeder.

Number of copies

You may print incoming documents more than once (1 to 99).
To set the number of each document received:

243 - SETUP / RECEPTION / NBR OF COPIES

1 Enter the wanted number of copies and confirm with **OK**.

At each document reception, your fax will print the number of copies requested.

Fax or PC reception (Model OKIOFFICE 2530)

This menu, combined with a software program installed on your PC will enable you to select the machine you wish to receive the documents on:

- fax,
- PC,
- PC if available, fax otherwise.

▼244 - SETUP / RECEPTION / PC RECEPT.

For more details, please refer to **PC Features (Model OKIOFFICE 2530)**, page 34.

Received faxes reduction mode

This menu allows you to reduce received faxes for printing. This adjustment can be automatic or manual.

Automatic mode :
This mode automatically resizes received faxes.

To set automatic mode :

▼246 - SETUP / RECEPTION / REDUCTION

1. Select **Automatic** and confirm with **OK**.
2. To exit this menu, press .

Manual mode :
The machine proposes a 70 to 100 % reduction. Outside these values, the machine beeps for error. This fixed reduction will be used when printing received documents, regardless of the used paper format.

To set the manual mode :

▼246 - SETUP / RECEPTION / REDUCTION

1. Select **FIXED** and confirm with **OK**.
2. Enter the reduction value (between 70 and 100) and confirm with **OK.**
3. To exit this menu, press .

Technical Parameters

As delivered your machine is preset by default. However, you may adjust it to meet your requirements by resetting the technical parameters.

To set the technical parameters:

▼29 - SETUP / TECHNICALS

1. Select the desired parameter and confirm with **OK**.
2. With the keys ▼ or ▲, modify the parameter settings by following the table below and press **OK**.

Parameter	Signification
1 - Scanning mode	Default value of the scan mode resolution for the documents to be transmitted.
2 - TX header	If this parameter is on, your header will appear on all documents sent to your subscribers with your name, number, date and number of pages. ***Warning:*** If you send a fax from the document loader, the transmission header will not appear on the document your correspondent receives.
3 - TX speed	Transmission speed for outgoing documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.
4 - Echo protect	If this parameter is on, the on-line echo will be reduced during long distance calls.
6 - EPT mode	For some long distance calls (satellite), the on-line echo may disturb the call.
7 - COM. display	Choice between transmission speed displayed or number of the page in progress.
8 - Eco energy	Choosing the printer standby delay: the printer will switch to standby after a delay (in minutes) of NON-operation or during the period of time of your choice.
10 - RX header	If this parameter is on, all documents received by your fax will include the subscriber's header with his name, number (if available) fax print date and the page number.
11 - RX speed	Transmission speed for incoming documents. For a quality telephone line (compatible, no echo), communications occur at maximum speed. However, it may be necessary to restrict the transmission speed for some calls.
12 - Rings	Number of rings to automatically start your machine.

Parameter	Signification
13 - Discard size	The **Discard Size** parameter only defines the printing of received faxes . The number of lines of a document can be too high for the printing paper format. This parameter defines the threshold beyond which the extra lines are printed on a second page. Bellow this threshold, extras lines are deleted. If you choose **With**, the threshold is set on 3 centimeters. If you choose Without**,** the threshold is set on 1 centimeter.
20 - E.C.M.	This parameter helps correct the calls made on disturbed telephone lines. It is used when the lines are weak or too noisy. Transmission times may be longer.
25 - TEL Impedance	This parameter lets you choose between a complex impedance and a 600 Ohm impedance, depending on the telephone network your terminal is connected to.
80 - Toner save	Makes printing lighter to save toner cartridge ink.
90 - RAW Port	RAW network print port connection.
91 - Printer error timeout	Time-out before document being printed is deleted following a print error in PC print mode.
92 - Printer wait timeout	Wait time-out for data from PC before the task is deleted in PC print.
93 - Replace format	Page format change. This parameter allows you to print a LETTER format document on A4 pages using the LETTER/A4 setting.
96 - NBR. WEP Keys	Number of WEP keys allowed (from 1 to 4).

Printing the functions guide

The printing is not possible on A5 paper format.

▼ 51 - PRINT / FUNCTIONS LIST

1 Press on ▼ and enter **51** with the digital keypad.
The printing of the functions guide starts.

Printing the logs

The printing is not possible on A5 paper format.

The incoming and outgoing logs list the last 30 transmissions (incoming and outgoing) made by your machine.
An automatic print out will take place after every 30 transmissions. However, you may request a print out at any time.
Each log (incoming or outgoing) contains a table with the following information:

- date and time of the incoming or outgoing document,
- subscriber's number,
- transmission mode (**Norm**, **Fine**, **SFine** or **Photo**),
- number of pages sent or received,
- call duration,
- incoming or outgoing results: noted **CORRECT** if properly transmitted,
  or
  information codes for special calls (polling, manual subscribers, etc.)
- reason for call error (example: your subscriber does not answer)

To print the logs:

▼52 - PRINT / LOGS

1 Press on ▼ and enter **52** with the digital keypad.
The printing of the logs starts.

The incoming and outgoing logs are printed on the same page.

Print the list of setups

The printing is not possible on A5 paper format.

To print the list of setups:

▼54 - PRINT / SETUP

1 Press on ▼, enter **54** with the digital keypad.
The printing of the list of setups starts.

Lock the machine

This function prevents non-authorized people from accessing the machine. An access code will be required every time someone wants to use the device. After each use, the device will lock automatically.
Before that you have to enter a lock code.

If a code is already registered, enter the old code before typing the new one.

▼811 - ADVANCED FCT / LOCK / LOCKING CODE

1. Press on ▼, enter **811** with the digital keyboard.
2. Enter your lock code (4 digits) with the keyboard, confirm with **OK**.
3. Enter again your lock code (4 digits) with the keyboard, confirm with **OK**.
4. Quit this menu by pressing the button.

Lock the keyboard

Everytime you use your machine, you will have to enter your code.

▼812 - ADVANCED FCT / LOCK / LOCK KEYBD.

1. Press on ▼, enter **812** with the keyboard.
2. Enter the lock code and confirm with **OK**.
3. With the buttons ▼ or ▲, choose **WITH** and confirm with **OK**.
4. Quit this menu by pressing the button.

Lock the numbers

This function locks dialling and the numerical keypad is disabled. Transmissions are only possible from numbers included in the directory.

To access the number interlocking option:

▼813 - ADVANCED FCT / LOCK / LOCK NUMBER

1. Enter the four-digit interlock code with the keypad.
2. Press key **OK** to confirm.
3. With keys ▼ or ▲ of the navigator, select the option **DIRECT ONLY**.
4. Press key **OK** to confirm.
5. Quit this menu by pressing the button.

Lock the SMS service

This function prevents access to the SMS service.

To access the SMS service locking menu:

▼815 - ADVANCED FCT / LOCK / LOCK SMS

1. Enter the four-digit locking code with the numerical keypad.
2. Press key **OK** to confirm.
3. Enter the four-digit locking code again to confirm it.
4. Press key **OK** to confirm.

When a code is already registered in the machine, you will have to enter this registered code first before you can type and register a new one.

Read the counters

This function allows you to view the activity counters for your machine at any time.
According to your needs, you can read the counters for:

- sent pages,
- received pages,
- scanned pages,
- printed pages.

Sent pages counter

To view the number of pages sent from your machine:

▼821 - ADVANCED FCT / COUNTERS / SENT PAGES

1. Press on ▼, enter **821** with the keyboard.
2. The number of sent pages appears on the screen.
3. Quit this menu by pressing the button.

Received pages counter

To view the number of pages received on your machine:

▼822 - ADVANCED FCT / COUNTERS / RECEIVED PG

1. Press on ▼, enter **822** with the keyboard.
2. The number of received pages appears on the screen.
3. Quit this menu by pressing the button.

Scanned pages counter

To view the number of pages scanned on your machine:

▼823 - ADVANCED FCT / COUNTERS / SCANNED PAGE

1. Press on ▼, enter **823** with the keyboard.
2. The number of scanned pages appears on the screen.
3. Quit this menu by pressing the button.

Printed pages counter

To view the number of pages printed on your machine:

▼824 - ADVANCED FCT / COUNTERS / PRINTED PG

1. Press on ▼, enter **824** with the keyboard.
2. The number of printed pages appears on the screen.
3. Quit this menu by pressing the button.

Display the consumables status

You can read at any time the remaining toner in the cartridge. This level appears in percentage.

▼86 - ADVANCED FCT / CONSUMABLES

1. Press on ▼, enter **86** with the keyboard.
2. The available toner percentage appears on the screen.
3. Quit this menu by pressing the button.

Calibrate your scanner

You can do this operation when the quality of photocopied documents is not satisfactory anymore.

▼80 - ADVANCED FCT / CALIBRATION

1. Put a white sheet in the sheet-feed scanner.
2. Press on ▼, enter **80** with the keyboard, confirm with **OK**.
3. The scanner is triggered and a calibration is done automatically.
4. At the end of the calibration, the machine comes back to the screen saver.

Directory

Your multifunction machine lets you create a directory by memorising subscriber records and subscriber lists. Your machine can store up to 250 subscriber records, which you can group in 20 subscriber lists.

For all subscriber records or subscriber lists you may create, consult, modify or delete contents. You can also print the directory.

Furthermore, your machine lets you create and manage your phone directory from your PC Kit. For more information on this feature, refer to chapter **PC Features (Model OKIOFFICE 2530)***, page 34.*

Creating subscribers record

To create subscribers record:

▼ 11 - DIRECTORY / NEW CONTACT

1. Press on ▼, enter **11** with the digital keypad.
2. Enter the **NAME** of your contact with the alphanumerical keypad (20 characters maximum), confirm with **OK**.
3. Enter the **TEL** number of your contact with the digital keypad (30 digits maximum), confirm with **OK**.
4. Choose the **RECORD NO** from your directory with the digital keypad or accept the displayed number, and confirm with **OK**.
5. Select **W. ASSOC. KEY** if you want to assign a shortcut key (letter) to your subscriber record. The first available letter appears, use ▼ or ▲ to choose another letter. Confirm with **OK**.
6. Select the appropriate transmission **RATE** to send faxes among the values 2400, 4800, 7200, 9600, 12000, 14400 and 33600 using ▼ or ▲. Confirm with **OK**.
   The maximum speed can be used if the telephone line is of good quality, meaning appropriate, without echo.

If your multifunction machine is connected to a PABX, you may insert a pause for dial tone after the outgoing local prefix dialling. To do so, insert the character "/" after the local prefix.

Creating subscribers list

To create subscribers list:

▼ 12 - DIRECTORY / NEW GROUP

1. Press on ▼, enter **12** with the digital keypad.
2. Enter the **LIST NAME** with the alphanumerical keypad (20 characters maximum), confirm with **OK**.
3. **CALLED NUMBER**: use ▼ or ▲ to select from existing records the contacts of your list and confirm with **OK**. Repeat this operation for each subscriber you want to add to your list.
4. Enter the **GROUP NUMBER** assigned to your list with the digital keypad or accept the displayed number, and confirm with **OK**.

In the directory, the letter G placed next to a name identifies a subscribers group.

Modifying a record

To modify a subscribers record or list:

▼ 13 - DIRECTORY / MODIFY

1. Press ▼, enter **13** with the digital keypad.
2. With ▼ or ▲, browse the directory and select the record or list you want to modify by pressing **OK**.
3. With ▼ or ▲, browse the entries of the selected record or list. Press on **OK** when the entry you want to modify appears on screen.
4. The cursor appears at the end of the line. Press on **C** to delete characters.
5. Enter the new entry and confirm with **OK**.
6. Repeat the operations for each line you want to modify.

Deleting a record or a list

To delete a subscribers record or list:

▼ 14 - DIRECTORY / CANCEL

1. Press on ▼, enter **14** with the keypad.
2. With ▼ or ▲, browse the directory and select the record or list you want to delete by pressing **OK**.
3. Press on **OK** to confirm the deletion.
4. Repeat the operations for each record or list you want to delete.

Printing the directory

The printing is not possible on A5 paper format.

To print the directory:

▼ 15 - DIRECTORY / PRINT

1. Press on ▼, enter **15** with the keypad.

The printing of the directory starts, in alphabetical order.

USB memory key (Model OKIOFFICE 2530)

You can connect a USB memory Key on the front side of your machine. The files stored in TXT, TIFF and JPEG formats will be analysed and you will be able to use the following actions:

- *print the stored files contained in your USB memory key,*
- *delete the files contained in your USB memory key,*
- *run an analysis on the contents of the inserted USB memory key,*
- *digitalise a document on your USB memory key;*
- *fax archiving (see section* **Rerouting fax messages to a USB memory key (model OKIOFFICE 2530)**, *page 18).*

Use of the USB memory key

Always respect the insertion way when you connect a USB memory key to the machine. Do not disconnect your USB memory key while the machine is reading its contents or writing contents.

Print your documents

The printing is not possible on A5 paper format.

You can print the stored files or a list of the files located in the USB memory key.

Print the list of files located in the key

To print the list of files located in the key:

▼ 01 - MEDIA / PRINT DOC. / LIST

1. Insert the USB memory key on the front side of the machine respecting the way of insertion.
2. **MEDIA ANALYSIS** appears on the screen.
3. Select **PRINT DOC.** with the ▼ or ▲ buttons and confirm with **OK**.
4. Select **LIST** with the ▼ or ▲ buttons and confirm with **OK**.
5. The list is shown in a table with the following information:
   - the analyzed files are indexed in an incremental 1 by 1 order,
   - the files name with their extension,
   - the date of the files last save,
   - the files size in Kbytes.

Print the files located in the key

To print the files located in the key:

▼ 01 - MEDIA / PRINT DOC. / FILE

1. Insert the USB memory key on the front side of the machine respecting the way of insertion.
   MEDIA ANALYSIS appears on the screen.
2. Select **PRINT DOC.** with the ▼ or ▲ buttons and confirm with **OK**.
3. Select **FILE** with the ▼ or ▲ buttons and confirm with **OK**.
4. You have three possibilities to print your files:
   - **ALL**, to print all the files located in the USB memory key.
     Select **ALL** with the ▼ or ▲ buttons and confirm with **OK**. The printing is started automatically.

   - **SERIES**, to print a series of files located in the USB memory key.
     Select **SERIES** with the ▼ or ▲ buttons and confirm with **OK**.
     FIRST FILE and the first indexed file appears on the screen. Select with the ▼ or ▲ buttons the first file of the series to print and confirm with **OK**. A star (✳) appears on the left side of the file.
     LAST FILE appears on the screen. Select with the ▼ or ▲ buttons the last file of the series to print and confirm with **OK**.

     Press the button.

     COPIES NUMBER appears on the screen, enter the desired number of copies with the digital keypad and confirm with **OK**.
     Select the printing format: **A4** or **10x15** and confirm with **OK**.
     Select the printing format: **THICK** or **NORMAL** and confirm with **OK** to start printing.

   - **SELECTION**, to print one or several files located in the USB memory key.
     Select with the ▼ or ▲ buttons the file to print and confirm with **OK**. A star (✳) appears on the left side of the file.

Repeat this step for each file you want to print.

Press the button.

- **COPIES NUMBER** appears on the screen, enter the desired number of copies with the digital keypad and confirm with **OK**.
  Select the printing format: **A4** or **10x15** and confirm with **OK**.
  Select the printing format: **THICK** or **NORMAL** and confirm with **OK** to start printing.

5 Quit this menu by pressing the button.

Delete your files located in the key

You can delete files located in your USB memory key.

▼ 061 - MEDIA / DELETE / MANUAL

1 Insert your USB memory key on the front side of your machine respecting the way of insertion. **MEDIA ANALYSIS** appears on the screen.
2 Select **DELETE** with the ▼ or ▲ buttons and confirm with **OK**.
3 Select **MANUAL** with the ▼ or ▲ buttons and confirm with **OK**.
4 You have three possibilities to delete your files:

- **ALL**, to delete all the files located in the USB memory key.
  Select **ALL** with the ▼ or ▲ buttons and confirm with **OK**.
  You come back to the previous menu.

- **SERIE**, to delete a series of files located in the USB memory key.
  Select **SERIE** with the ▼ or ▲ buttons and confirm with **OK**.
  FIRST FILE and the first indexed file appears on the screen. Select with the ▼ or ▲ buttons the first file of the series to delete and confirm with **OK**. A star (✳) appears on the left of the file.
  LAST FILE appears on the screen, select with the ▼ or ▲ buttons the last file of teh series to delete and confirm with **OK**. A star (✳) appears on the left side of the file.

  Press the button.

  You come back to the previous menu.

- **SELECTION**, to delete only one or several files located in the USB memory key.
  Select with the ▼ or ▲ buttons the file to delete and confirm with **OK**. A star (✳) appears on the left side of the file.
  Repeat this step for each file you want to delete.

  Press the button.

  You come back to the previous menu.

5 Quit this menu by pressing the button.

Analyse the USB memory key content

After a period of inactivity, your machine will return to the main menu. To view the USB memory key again please proceed as follows:

▼ 07 - MEDIA / MEDIA ANALYSIS

1 Press on ▼, enter **07** with the keyboard.
2 The USB memory key analysis is started.
3 You can print or delete the detected files located in your USB memory key. Refer to the previous chapters.

Save a document on a USB memory key

This function allows you to digitise and save a document directly in the folder LFL2\SCAN on a USB memory key. The folder LFL2\SCAN is created by the application.

Before digitalising a document, make sure that your USB memory key has sufficient disk space. If not, you can:

- *delete manually the files, see section* **Delete your files located in the key**, *page 32,*
  or
- *activate the option that deletes automatically the oldest files located in the LFL2\SCAN folder, see section* **Activate/ deactivate file automatic deletion on a USB memory key**, *page 33.*

▼ 03 - MEDIA / SCAN TO

1 Place the document to be copied in the automatic document feeder, face printed on the top.
2 Insert the USB memory key in the USB connector of your multifunction device.
  The USB memory key analysis is started.
  When the analysis is finished, the **MEDIA** menu is displayed.
3 Select **SCAN TO** with the ▲ or ▼ buttons then confirm with the **OK** button.

You can also access this function in two other ways:

- *by pressing the* ***SCAN*** *button of the machine deck then by selecting* ***SCAN-TO-MEDIA****.*
- *By pressing the ▼ button from the screen saver then by typing* ***03*** *on the digital keyboard.*

4 Choose the **COLOUR** between **BLACK&WHITE** and **COLOUR** with the ▲ or ▼ buttons and the button **OK**.
5 With the alphanumeric keyboard, give a name to the scan file (up to 20 characters) and confirm with **OK**.

6 Choose the scan format between **IMAGE** and **PDF**, and confirm to start the scan and the recording of the document.
IMAGE allows to have the same kind of file as a photo. **PDF** is a format for the digital documents creation.

---

*With the **IMAGE** format, if you have selected:*

- ***BLACK&WHITE**, the picture will be saved in TIFF format.*
- ***COLOUR**, the picture will be saved in JPEG format.*

You can choose the image resolution that will be digitized to the USB memory key; the default resolution is DRAFT.

Press the button several times and select the resolution you require

- *Scanning in **BLACK&WHITE** :*
  - *Icon: text resolution.*
  - *Icon: photo resolution.*
  - *Icon: auto resolution.*
- *Scanning in **COLOUR** :*
  - *Icon: text resolution.*
  - *Icon: auto resolution.*

The beginning button immediately starts the scan and sends a file to the support with the parameters defined in the analysis format.

Activate/deactivate file automatic deletion on a USB memory key

This option, when activated, deletes automatically the oldest files in the folder SCAN on the USB memory key, in order to save a new digitalised document when the disk space is insufficient.

This option is ineffective when the SCAN folder is empty and the USB memory key is full. You must then delete manually the files in order to free up disk space, see section **Delete your files located in the key**, *page 32.*

To activate this option, proceed as follows :

▼0621 - MEDIA / DELETE / AUTOMATIC/ SCAN MODE

1 Select **WITH** with the ▲ or ▼ buttons then confirm with the **OK** button.

To deactivate this option, proceed as follows :

▼0621 - MEDIA / DELETE / AUTOMATIC/ SCAN MODE

1 Select **WITHOUT** with the ▲ or ▼ buttons then confirm with the **OK** button.

PC Features (Model OKIOFFICE 2530)

Introduction

The Companion Suite Pro software allows the connection of a personal computer with a compatible multifunction machine.

From the PC, you can:

- manage the multifunction machine, allowing you to set it up according to your needs,
- print your documents on the multifunction machine from your usual applications,
- scan colour, grey scale or black and white documents and edit them on your PC, or process them into text using the character recognition software (OCR),

Configuration requirements

The minimum configuration requirements for your personal computer are:

Supported operation systems:

- Windows 98SE,
- Windows Millennium,
- Windows 2000 with at least Service Pack 3,
- Windows XP (Home and Pro),
- Windows XP 64-bit (printer drivers only),
- Windows Vista 32-bit,
- Windows Vista 64-bit (printer drivers only).

Processor:

- 500 MHz for Windows 98SE,
- 800 MHz for Windows Me or 2000,
- 1 GHz for Windows XP (Home and Pro),
- 1 GHz for Windows Vista 32-bit.

A CD-ROM drive

A free USB port

600 Mbytes of available disk space for the installation

RAM memory:

- 128 Mbytes minimum for Windows 98, Me, and 2000,
- 1 GB for Windows XP and Vista.

Installation

Install the software on your PC

Open an ADMINISTRATOR session when working in Windows 2000 and XP environments.

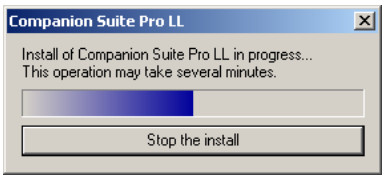
1. Open the CD-ROM drive, insert the installation CD-ROM and close the drive.
2. An installation procedure is automatically run (Auto run).
3. A screen titled COMPANION SUITE PRO LL appears. This screen allows you to install and uninstall the software, access the product's user guides or browse the CD-ROM contents.
4. Place your cursor on **PRODUCT INSTALLATION** and confirm with left-click of the mouse.
5. The Products Installation screen appears. Place your cursor on **FULL** and confirm by left-click with the mouse.

*The **FULL** installation copies on your hard disk the software required for the good execution of the Companion Suite Pro kit, which is:*
- Companion Suite Pro (machine management software, printer drivers, scanner, ...),
- PaperPort.

You may already be the owner of a version of the software available in the installation CD-ROM.
*In this case use the **CUSTOM** installation, select the software that you want to install on your hard drive and confirm your choice.*

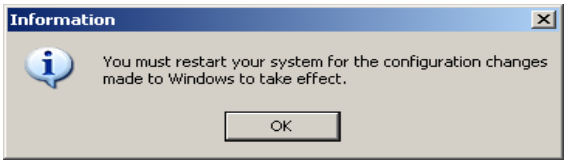
The multifonction machine components only appear if your Windows Installer version is older than 2.0.

The installation resumes, a progress bar appears.

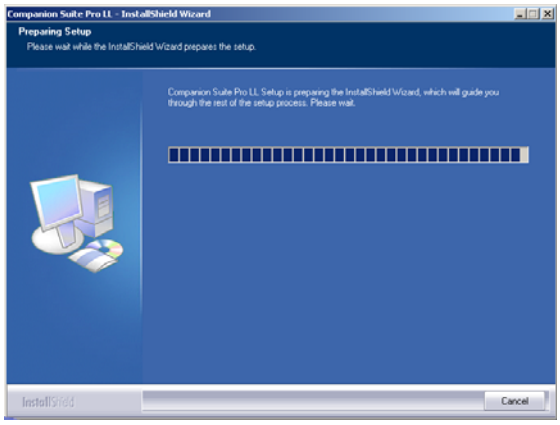


You can stop the program's installation by clicking on the **STOP THE INSTALL** button.

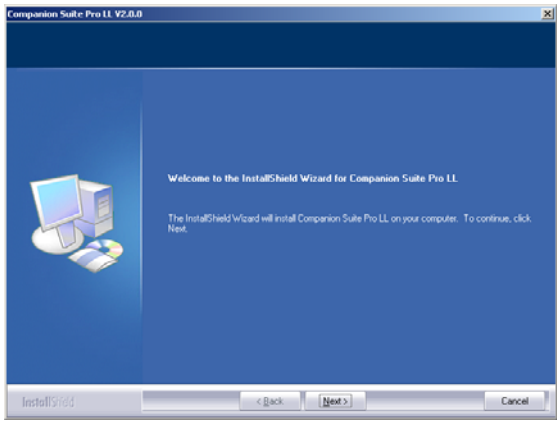
After search and analysis of the PC components and the multifunction machine's components, you need to restart your PC for the modifications to take effect.
Click on the **OK** button.



6 After restart, the InstallShield Wizard screen shows the progress of the assistant preparation.
You can stop the procedure at any time by clicking on the **CANCEL** button.

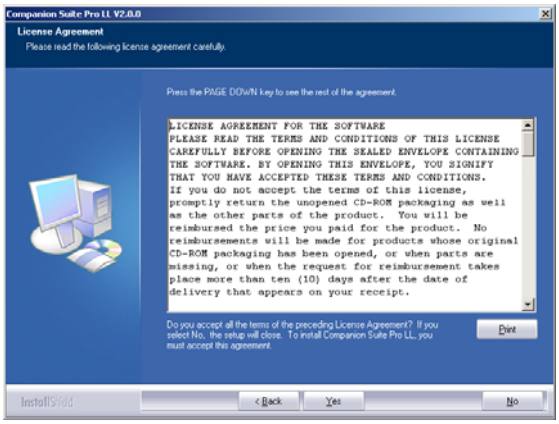


7 When the assistant finishes, the welcome screen appears.



8 Click on the **NEXT** button to launch the installation of the COMPANION SUITE PRO kit on your PC.

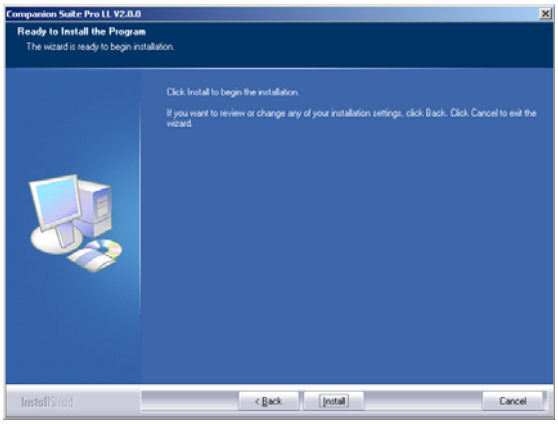
9 Before the files are copied on your hard drive, you need to accept the proposed license agreement, use the scroll bar to read the agreement entirely.



10 Click on the **YES** button.

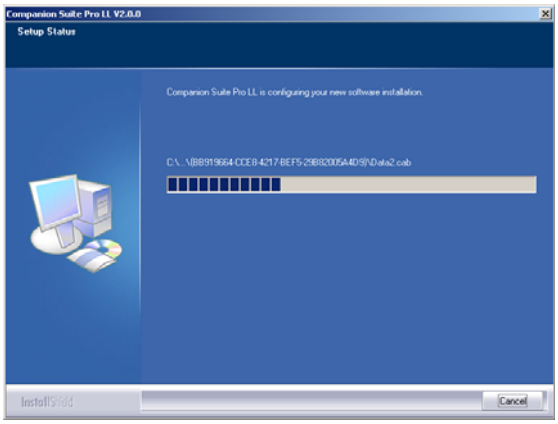
11 Click on the **NEXT** button.

12 The final installation is ready to be executed.

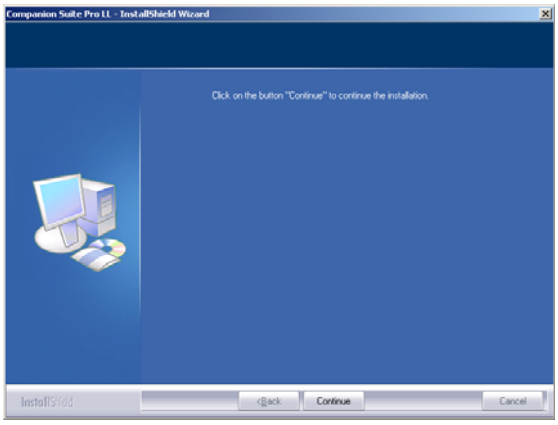


13 Click on the **INSTALL** button.

14 A screen informs you of the installation progress.

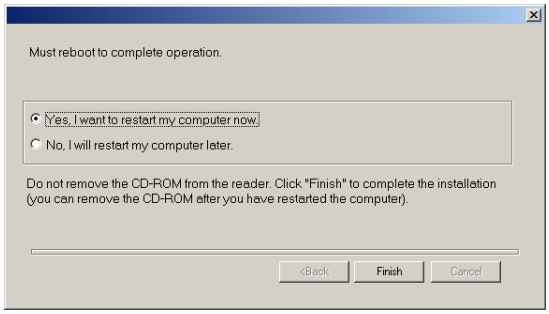


15 The Companion Suite Pro software is installed on your PC.



16 Click on the **CONTINUE** button to copy the utilities and PaperPort SE software that come along with the kit.

17 At the end of the installation, you need to restart your PC to update the system files.



18 Select your choice and click on the **FINISH** button.

19 Your "Companion Suite Pro" kit is successfully installed on your PC.

You can start the multifunction machine's management software from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR** or by clicking on the icon **COMPANION DIRECTOR** located on your desktop.

Connections

Make sure that your multifunction machine is powered off and that the Companion Suite Pro CD-ROM is inserted in the drive.

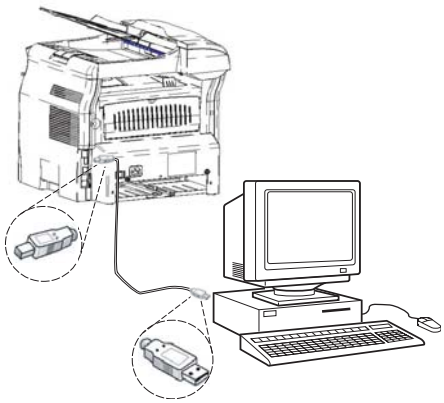
USB Connection

The connection between the PC and the machine requires a USB 2.0 shielded cable no more than 3 meters long.

It is recommended to install the Companion Suite Pro software first and then to connect the USB cable to your machine.

If you connect the USB cable before installing the Companion Suite Pro software the recognition system (plug and play) identifies automatically that new hardware has been added. To start your machine drivers installation, follow the instructions on screen. If a window asking about the location of the drivers pops up, then indicate the installation CD-ROM.

1 Locate your USB cable connectors and connect as shown below on the picture.



2 Power on your multifunction machine.
The **ADD HARDWARE** assistant window appears.

3 Click on the **NEXT** button to finish the installation.

4 Select **FIND THE APPROPRIATE DRIVER FOR MY HARDWARE (RECOMMENDED)**. Click on the **NEXT** button.

5 Select the location where the system has to look for the driver. Only the **CD-ROM DRIVES** checkbox has to be ticked. Click on the **NEXT** button. The search takes a few moments.

6 A window informs you that the driver has been located. Click on the **NEXT** button.

7 A screen informs you that the XML interface software has been installed. Click on the **FINISH** button.
The **ADD HARDWARE** assistant window appears.

8 Click on the NEXT button.

9 Select **FIND THE APPROPRIATE DRIVER FOR MY HARDWARE (RECOMMENDED)**. Click on the **NEXT** button.

10 Select the location where the system shall look for the driver. Only the **CD-ROM DRIVES** checkbox has to be ticked. Click on the **NEXT** button. The search takes a few moments.

11 A window informs that the driver has been located. Click on the **NEXT** button.

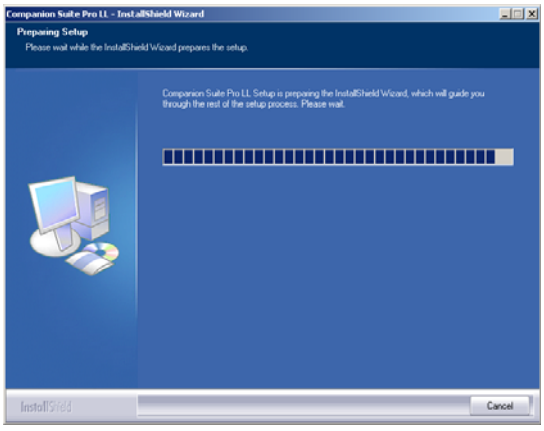
12 A screen informs you that the COMPANION SUITE PRO F@X ACTIVITIES software has been installed. Click on the **FINISH** button.

You can now use the multifunction machine to print or scan your documents.

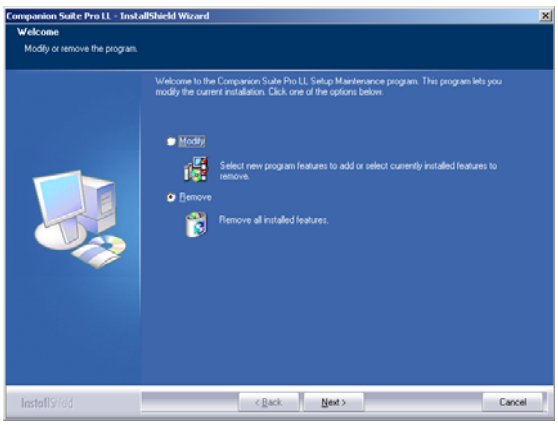
Uninstall the software from your PC

Run the programs removal from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > UNINSTALL**.

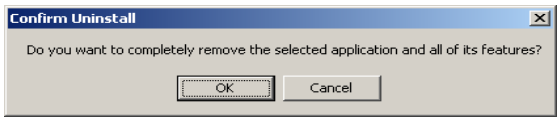
1 A preparation screen appears.



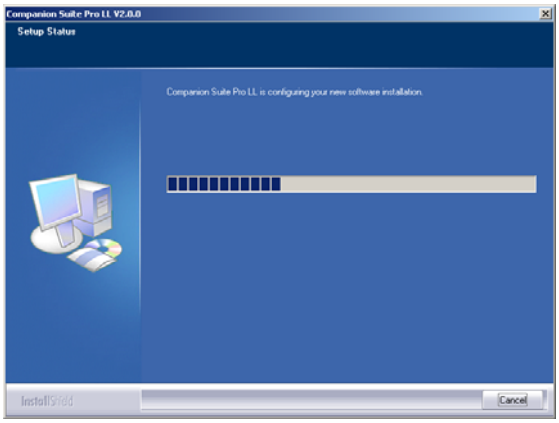
2 Select **REMOVE** and confirm your choice by clicking on the **NEXT** button.



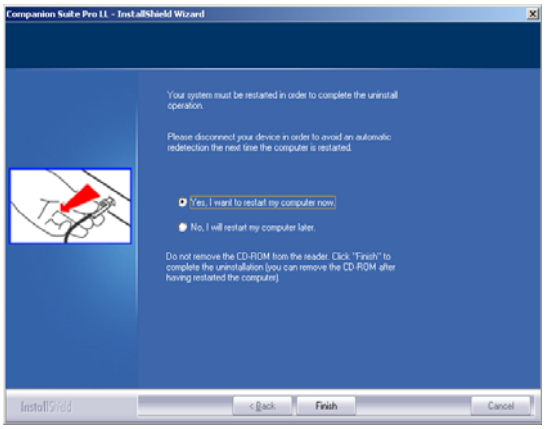
3 A confirmation screen appears. Click on **OK** button to continue the **COMPANION SUITE PRO LL** program removal.



4 A preparation screen appears. You can cancel the removal by clicking on **CANCEL.**



5 You need to restart your system at the end of the procedure. Close all open programs, select **YES, I WANT TO RESTART MY COMPUTER NOW** and click on the **FINISH** button.



Multifunction Terminal's Supervision

The software that you have installed contains two multifunction machine management applications, MF DIRECTOR and MF MONITOR, which allow you to:

- check whether the multifunction machine is connected to your PC,
- monitor the multifunction machine activitie,
- monitor the status of the multifunction machine consumables from the PC,
- quickly access the graphic editor applications, OCR etc.

To manage the multifunction machine, run the Companion Director application by clicking on the icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > COMPANION DIRECTOR**.

Checking the connection between the PC and the multifunction machine

To check if the connection between the devices is good, run the MF MONITOR software from the icon located on the desktop and check that the same information is displayed on the multifunction machine (for instance the date).

Companion Director

This graphical Interface allows you to run the utilities and the software to manage your multifunction machine.

Graphical presentation

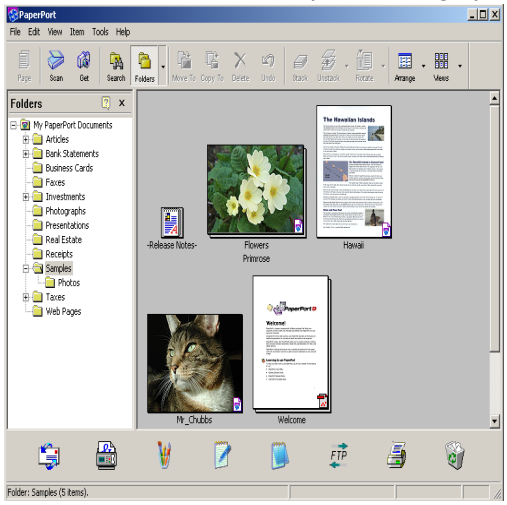
Run the application by clicking on the Companion Director icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > COMPANION DIRECTOR.**

By default, COMPANION DIRECTOR is displayed with dark blue rounded shape. You can modify its shape and color by right-clicking with the mouse.

Utilities and applications activation

The COMPANION SUITE PRO graphical interface allows you to run the following utilities and software:

- get **HELP** from the current documentation,
- run the **PAPERPORT** software (Doc Manager).

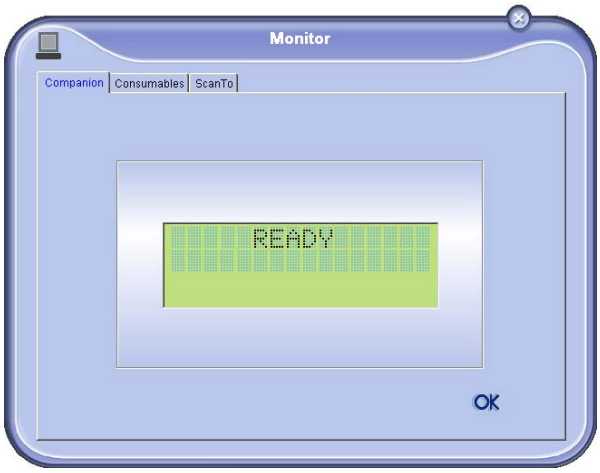


To run a software or utility contained in the COMPANION SUITE PRO kit, place the cursor on it and left-click with the mouse.

MF Monitor

Graphical presentation

Run the application by clicking on the MF Monitor icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > COMPANION MONITOR**.

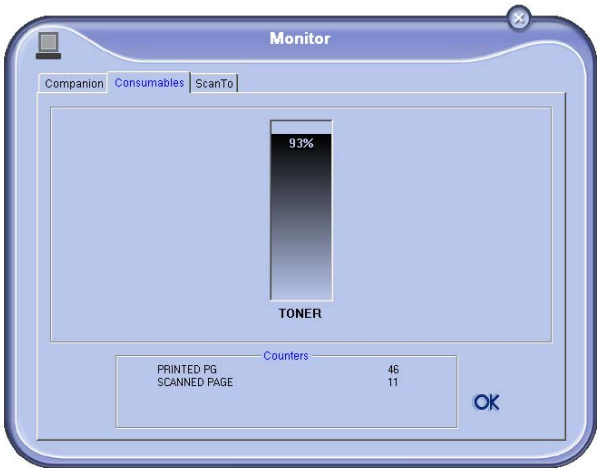


From this screen you can monitor the information or configure your multifunction machine from the tabs:

- **COMPANION**: Presents the multifunction machine screen.
- **CONSUMABLES**: Displays the consumables status.
- **SCAN TO**: Scan Mode and Resolution parameters setup, these parameters will be taken into account when clicking on the **SCAN** button from the machine.

Display the consumable status

The following information will be available from the Consumables tab:
- current consumables status,
- number of printed pages,
- number of scanned pages.



Scan To

The setup of this tab, becomes the default setup for the scanner.

Remark: The function **SCAN TO** can only be used if the application is running. If this is not the case, activate it.

1. Select the **SCAN TO** tab.
2. Select one of the possible choices:
   - colour,
   - grayscale,
   - black and white.
3. Select the scanner resolution (72 dpi to 4800 dpi).
4. Confirm your choices by clicking on the **OK** button.

Companion Suite Pro LL functionalities

Document analysis

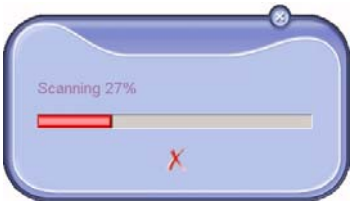
The document analysis can be carried out in two ways:

- either by the **SCAN TO** function (application accessible from the Companion Director window or from the **SCAN** button from the machine),
- or directly from a TWAIN standard compatible application.

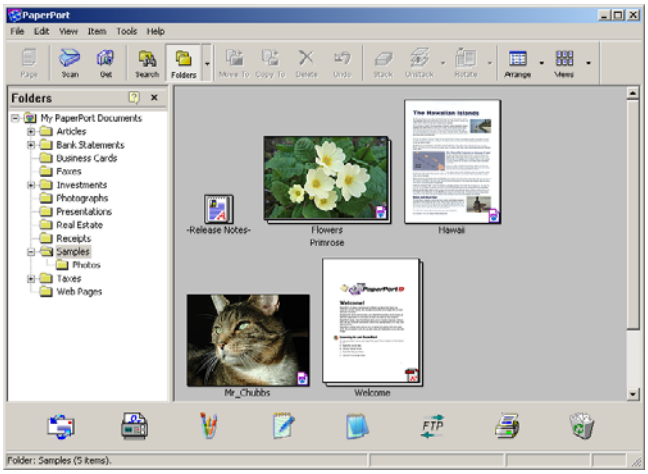
Analysis with Scan To

Run the application by clicking on the Companion Director icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > COMPANION DIRECTOR**.

1. Left-click with the mouse on the **SCAN TO** graphical image or click the **SCAN** button from your machine.
2. You can follow the ongoing digitisation on a screen.



3. At the end of the digitisation, the scanned picture appears in the PaperPort window.



If the PaperPort software is not installed on your hard drive, the scanned picture will appear on your desktop in TIFF format.

Analysis from a TWAIN compatible software

1. Run the picture editor application and then run the acquisition command.
   The document analysis window appears.
2. Setup the parameters (contrast, resolution, ...) before starting the digitisation.
3. Once the document is digitised, you can archive it or edit it.

Character recognition software (OCR)

The character recognition function allows to create a usable data file for desktop applications from a hardcopy document or from a picture.

The character recognition only works for printed characters, such as printer outputs or typed text. Nevertheless you can request for a handwritten text block to be kept intact (a signature for instance) by outlining it.

Given your machine environment and the character recognition from your machine, the OCR is done with a Drag&drop of a document from the PaperPort to the Notepad icon.

For more details about the usage of this software, check the on-line help of the product.

Printing

You have the possibility to print your documents via the USB connection.

*During the installation of the software, the **LASER PRO LL** printer driver will be installed automatically onto your pc. This will allow you to print your documents on the machine via the USB connection.*

Printing with the multifunction machine

To print a document with the machine from your PC is like printing a document in Windows:

1. Use the **PRINT** command from the **FILE** menu of the currently open application on the screen).
2. Select the **LASER PRO LL** printer to print via the USB connection.

The LASER PRO LL printer becomes the default printer when the Companion Suite Pro software is installed.

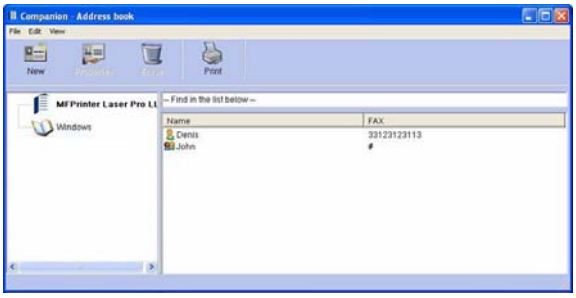
Address book

The address book enables you to store the numbers of the contacts you call the most frequently. The purpose of this function is to facilitate dialing your contact's number when you want to send an SMS or fax. If you want, you can print the list of numbers stored in the Directory.

You also have the possibility of creating groups of contacts from the Address book. Like this, you can group together all contacts from, for example, a given company or the same service, etc, to which you frequently send common documents.

Add a contact to the terminal address book

1 Click on the link **ADDRESS BOOK** of the window COMPANION DIRECTOR.
The address book is displayed on the screen.



2 Select the terminal address book.

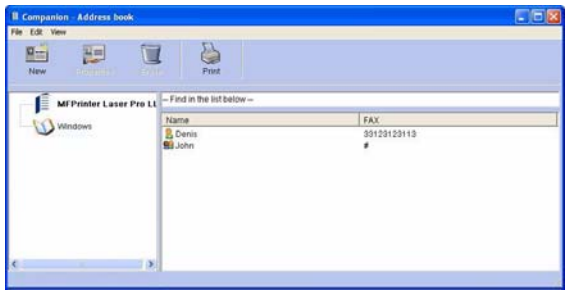
3 Click on **NEW** and select **CONTACT** in the displayed menu.
The input window for the contact data is displayed.

4 Enter the contact name as well as the fax or GSM telephone number, the fax transmission rate with this person and the associated quick dial key. Click on **OK**.

The new contact is added to the list.

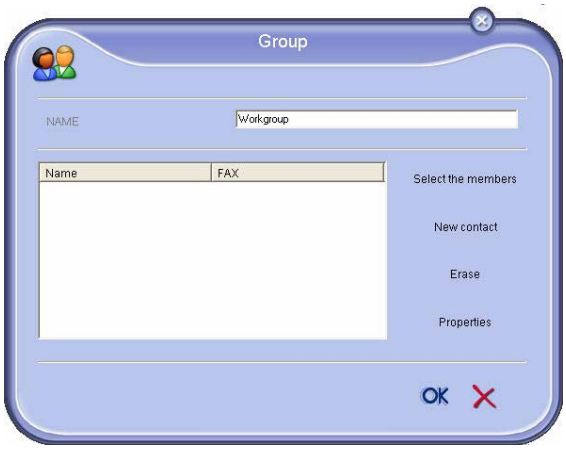
Add a group to the terminal address book

1 Click the link **ADDRESS BOOK** of the window **COMPANION DIRECTOR**.



2 Select the terminal address book.

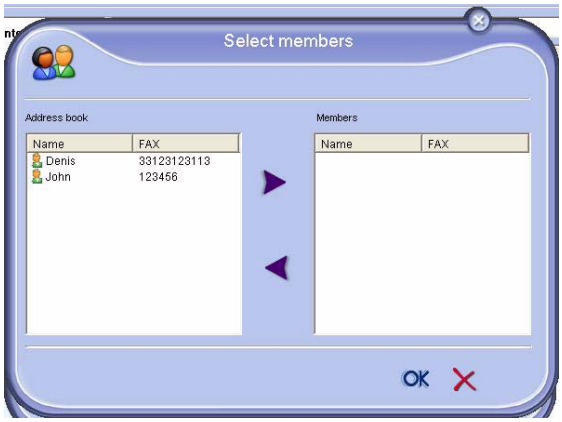
3 Click **NEW** and select **GROUP** in the displayed menu.



4 Enter the name of the group. The group may consist of contacts from the address book or new contacts.

1st case: group members are from the address book.
Click **SELECT THE MEMBERS**.

The selection window is displayed.



Select a contact or a group in the zone **ADDRESS BOOK**, click on ▶ (to add a contact to the group you can also double click on it).
Click on **OK**.

2nd case: adding new contacts.
Click on **NEW** then add the personal data of the new contact, as in the procedure for adding a contact.
Click **SELECT THE MEMBERS**.
The selection window is displayed.Select a contact or a group in the zone **ADDRESS BOOK**, click on ▶ (to add a contact to the group you can also double click on it).
Click on **OK**.

5 As soon as the group is complete, click on **OK**.

The new group is added to the list.

Manage the address book

When you are working in the directory, you can perform different operations:

- *print a list of contacts in your address book,*
- *delete a contact or a group in your address book,*

- *search for a contact or a group of contacts in the address book using the first letters of the name,*
- *check the datasheet of a contact or a group in order to modify it.*

Modify the information related to a contact

1. Select the contact whose data you want to modify, using the mouse.
2. Click on **PROPERTIES**.
3. Make the necessary changes in the window **ADDRESS BOOK**.
4. Click on **OK**.

Modify a group

1. Select the group in the address book list.
2. Cllick on **PROPERTIES**.
3. Make the necessary changes.
4. Click on **OK**.

Delete a contact or a group from the address book

1. Select the name of the contact or the name of the group you want to delete, using the mouse.
2. Click on **DELETE**.

When a contact is deleted from the directory, it is automatically deleted from any group in which it may be included.

Print the address book

1. Click on **PRINT**.
   The list of the address book is printed on the terminal (if no contact is selected).

Import or export a directory

Import a directory

Importing a directory makes it possible to exchange address book entries between two devices without having to enter contacts one by one manually. Directories can be imported from files in EAB format. EAB files are automatically generated during export.

1. Select **IMPORT** in the menu **FILE** of the window **ADDRESS BOOK**.
2. Select the file to import, click on **OPEN**.

Save your address book

This operation lets you save your address book to a file in Csv format.

1. Select **EXPORT** in the menu **FILE** of the window **ADDRESS BOOK**.
2. Enter the name of the file and select the destination directory, then click on **SAVE**.

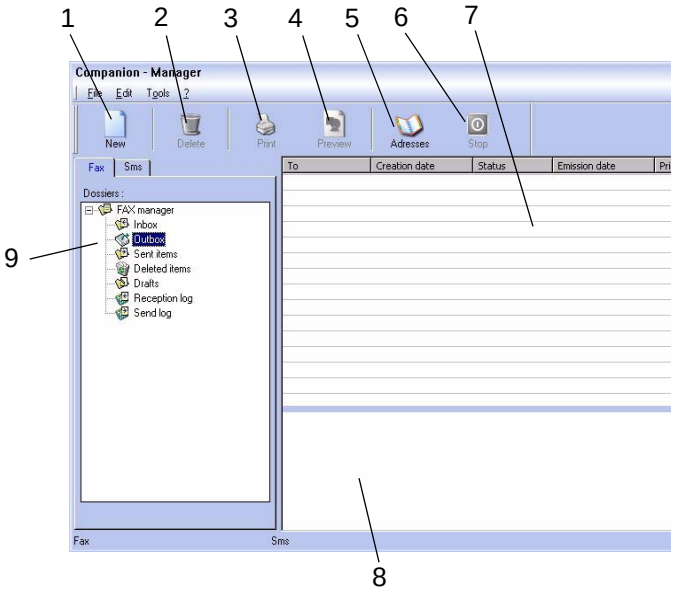
Fax communications

The fax communication enables you to:

- *send documents as faxes from the scanner of your terminal, from the hard disk or from the screen of your PC,*
- *to receive fax documents,*
- *to monitor communications through various services: the inbox, the outbox, the sent items, the outbox log and the inbox log.*

Parameters are available to modify the way your terminal works with regard to fax communications. You can modify these parameters to adapt the fax communications to your requirements. For this procedure, refer to paragraph **Fax parameters**, *page 43.*

Presentation of the Fax window



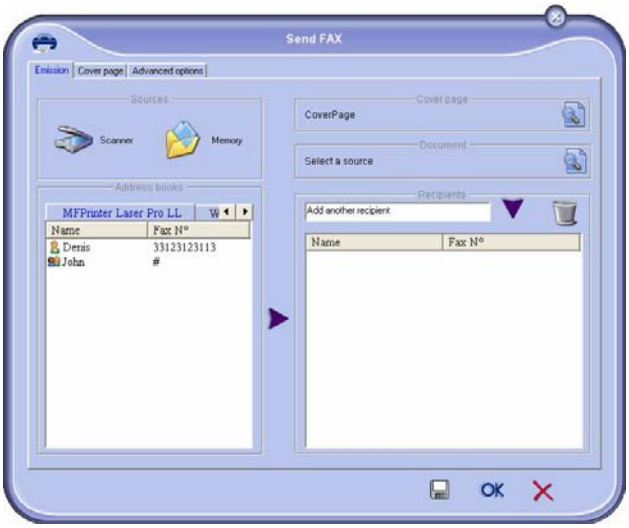
Item	Action
1	Create a new fax to send.
2	Delete a fax using one of the fax manager directories. Except for directories **SEND LOG** and **RECEPTION LOG** for which the effect of this command is to delete the entire log
3	Print a fax from one of the Fax manager directories.
4	Display a fax with the Viewer.
5	Access to the address book.
6	Stop sending a fax (only enabled for the outbox).
7	Display all faxes in the selected directory in the Fax manager.
8	Fax preview.
9	Fax manager directories.

Send a fax

Send a fax from the hard disk or the terminal

1 Click the icon of the window COMPANION DIRECTOR.

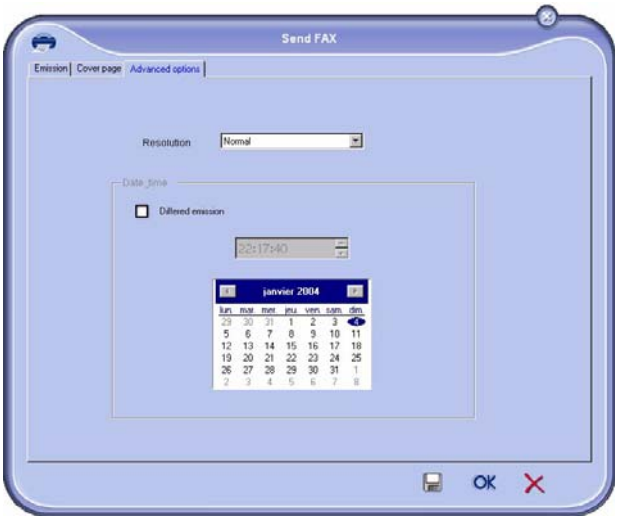
2 Click **NEW** then click **FAX**.



3 Select in zone **SOURCES**:
- **SCANNER** if your document is in paper format.
- **MEMORY** if the document is a computer file located on your hard disk (this file must be in TIFF or FAX format).

4 To send your fax to a contact, enter his number in the field **RECIPIENTS** and click on ▼ or select a contact (or group) from one of the directories in the field **ADDRESS BOOK** and click on the button ▶.
Repeat this operation as many times as necessary (use the button 🗑 to delete a contact from the list of contacts).

5 If necessary, adjust the advanced options (send later and resolution) in the tab **ADVANCED OPTIONS**.



6 To add a cover sheet, select the tab **COVER PAGE** then click the box **WITH THE COVER PAGE**. Select the cover sheet you want to add from the pop-down menu, or create a new one. For more information, refer to paragraph **Cover sheet**, page 44.

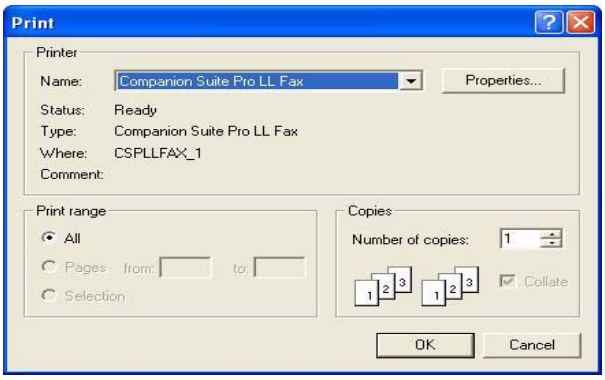
7 Click **OK** to send your fax to all contacts in your list of contacts.

Your send request can then be checked, if necessary, in the outbox.

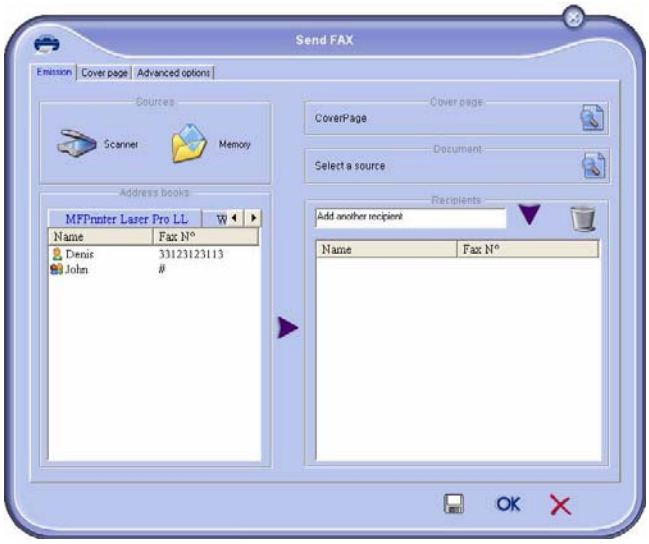
Send a fax from application

This method is used to directly send a document you have created using a desktop software without printing it beforehand.

1 From your desktop software, select **FILE > PRINT**.



2 Select the printer **COMPANION SUITE FAX** and click **OK**. The fax oubox window is displayed.



3 To send your fax to a contact, enter his number in the field **RECIPIENTS** and click the button ▼ or select a contact (or a group) from one of the directories in the field **ADDRESS BOOK** and click the button ▶.
Repeat this operation as many times as necessary (use the button 🗑 to delete a contact from the list of contacts).

4 If necessary, adjust the advanced options (send later and resolution) in the tab **ADVANCED OPTIONS**.

5 To add a cover sheet, select the tab **COVER PAGE** then click the box **WITH THE COVER PAGE**. Select the cover sheet you want to add from the pop-down menu, or create a new one. For more information, refer to paragraph **Cover sheet**, page 44.

6 Click **OK** to send your fax to all contacts in your list of contacts.

Your send request can then be checked, if necessary, in the outbox.

Receive a fax

*The window **MF Manager** and **Companion Director** show, using different messages, the reception of a fax. The icon is displayed at the bottom of the window **MF Manager** and the icon appears in the task bar.*

You can automatically print faxes on reception. To do this, you have to define this parameter, refer to paragraph **Fax parameters**, *page 43.*

Follow-up of fax communications

Follow-up of fax communications is by means of:

- *an outbox,*
- *an inbox,*
- *a sent item memory,*
- *an outbox log,*
- *an inbox log.*

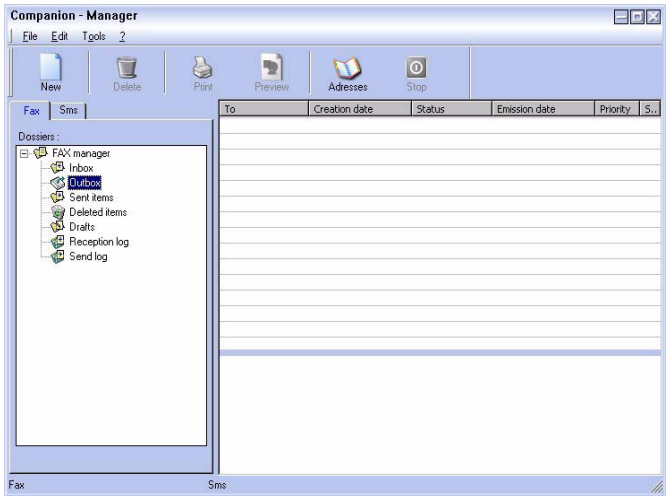
These services enable you to always know exactly what communications are taking place on the terminal, whether sending or receiving.

The outbox and inbox logs are automatically printed when their contents fill an A4 page. After automatic printout, the terminal creates a new log.

The outbox

In the fax outbox, there are the following:

- *the requests being sent,*
- *the send later requests,*
- *the requests for which one or more send attempts have already been made, and which will soon be redialed,*
- *the rejected requests (calls not put through).*



The requests are classed in the order in which they are executed.

The rejected requests are filed at the end of the list so that they are more accessible if you want to work with them (request a new send) or delete them.

The send memory (items sent)

The sent memory is used to keep all faxes you have sent. The information in the send memory is:

- *the recipient of the fax,*
- *the date the fax was created,*
- *the date the fax was sent,*
- *the size of the fax.*

The outbox log

The outbox log is used to keep a history of all fax communications (successful or rejected) that your Terminal processes. The log is printed automatically as soon as an A4 page is filled.

*The button **DELETE** deletes the entire log, and not simply the selected message(s).*

The information held in the log is:

- *the recipient of the fax,*
- *the date the fax was sent,*
- *the status (sent, rejected ...).*

The inbox log

The inbox log is used to keep a history of all faxes received by your Terminal. The log is printed automatically as soon as an A4 page is filled.

*The button **DELETE** deletes the entire log, and not simply the selected message(s).*

The information held in the inbox log is:

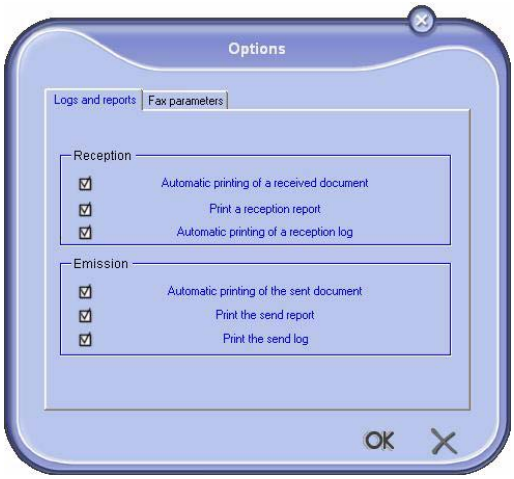
- *the sender of the fax,*
- *the date and reception of the fax,*
- *the status.*

Fax parameters

Access to fax parameters

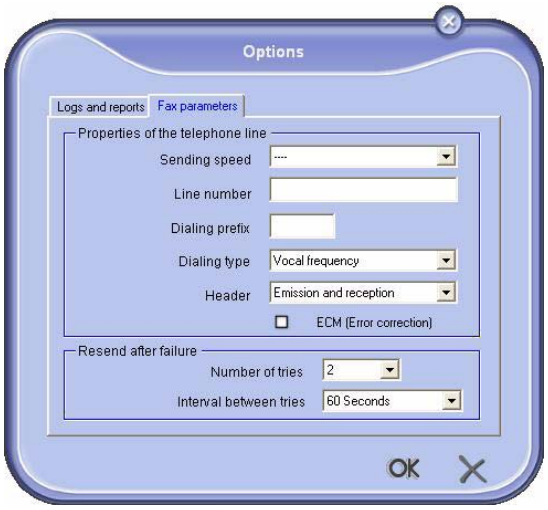
1. Click on the icon of the window COMPANION DIRECTOR.
2. Select **TOOLS > OPTIONS > FAX**.
3. Make the adjustments require, referring to the description of parameters below and click **OK**.

Description of the tab LOGS AND REPORTS



Field	Description
Automatic printing of a received document	The fax is automatically printed when received.
Printing of a inbox report	A report is printed out for each fax received.
Printing of inbox log	The log is automatically printed when it fills an A4 page.
Automatic printing of a sent document	The fax is automatically printed when it is sent.
Printing of an outbox report	An outbox report is printed after each fax is sent
Printing of the outbox log	The log is automatically printed when it fills an A4 page.

Description of the tab FAX PARAMETERS



Field	Description
Transmission speed	Fax default transmission speed.
Line number	Number of the line where your terminal is connected.
Dialling prefix	This dialing prefix shall be automatically inserted in front of the number before sending on this line.
Type of dialing	Must be parametered according to the type of switchboard your terminal is connected to.
Header	Displays a Communication Identification Line (LIC) on the documents you send or on the documents you receive.
ECM	Corrects communication errors due to line disturbance. This option ensures that received documents are integral. On the other hand, communication times may be longer if the line is bad.
Number of attempts	Number of attempts the Terminal must make if send fails.
Interval between attempts	Duraton between two send attempts.

Cover sheet

The cover sheet is part of a fax document automatically generated by your terminal, on which there is information concerning the sender, the recipient, the date, the time sent, comments, etc...

This page may be sent alone or in front of a fax document, but always at the same time as the document. A document may be sent with a cover sheet from the multifunction terminal or from the central processing unit. In the latter case, some of the information in the cover sheet may be provided by yourself when making the send request. It is necessary to create model cover sheets before sending a document using them. On the other hand, once the cover sheet is created, a model cover sheet may be used for all documents sent.

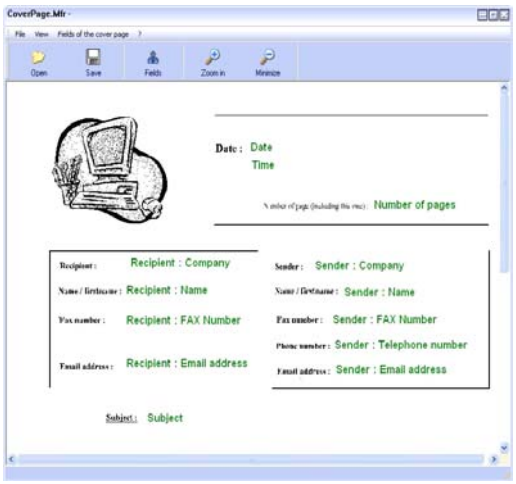
Your terminal offers the possibility of creating and customizing some model cover sheets which you can choose when sending a fax.

Creating a cover sheet

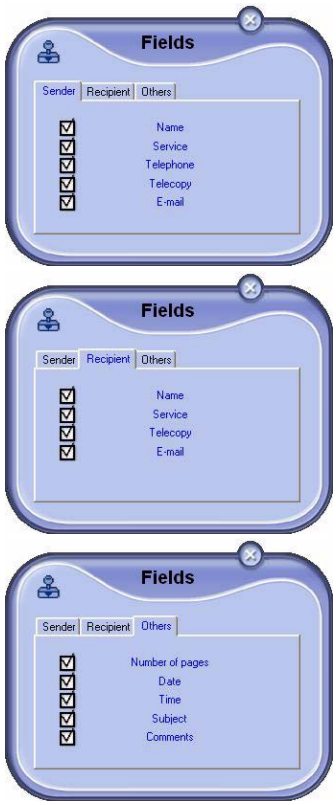
It is necessary to create a model cover sheet before sending a fax with it.

1. From the tab **COVER PAGE**, click on the button **NEW**.
2. Select the model cover sheet you have created using the menu **FILE**.

   A window with the model cover sheet you have created is displayed:



3 Click on the icon to display the available fields.



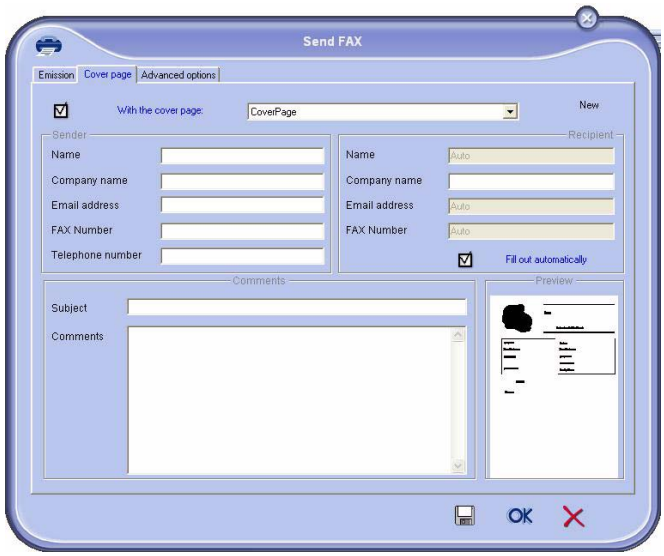
To add a field, proceed as follows:
- Select the field you want to insert by clicking the field palette. A stamp replaces the cursor of your mouse.
- Click the location where you want to put the field on the model.
- You can move or enlarge the field as you like.

Adjust the size of your field so that the text is readable.

4 As soon as fields are inserted, save the cover sheet.

This cover sheet can be selected in the tab **COVER PAGE** of the fax send window.

Description of the tab COVER PAGE



Field	Description
Name of the cover sheet	Either the name of the page selected by default or the page you have selected to use.
Sender	You can enter information concerning the sender.
Destination: Name, Company, Department	You can enter information concerning the recipient. If the word Auto is entered in one of the fields, the field is updated during sending if the recipient is listed in the directory, favorites, a group or a distribution list.
Comments	This is an editing window with all the basic functions of a text editor so that you can enter a text which will be sent in the cover sheet.
Preview of the model	The preview enables you to see the cover sheet you are going to send.

Creating a cover page template

Creating a cover page creates a template which fields (fax number, comment, subject and so on) will be automatically filled by the Fax Application depending on the information provided for each recipient of a document. To create this cover page template, there are two major steps:

- **First step** : Create a background image with the logos and the layout that you wish.
- **Second step** : Add the field that you want to be displayed in the cover page: fax number, comment, subject and so on. As mentioned before, these fields will be filled by Fax application at emission time.

For the first step, there are two methods to create the background image.

You can either

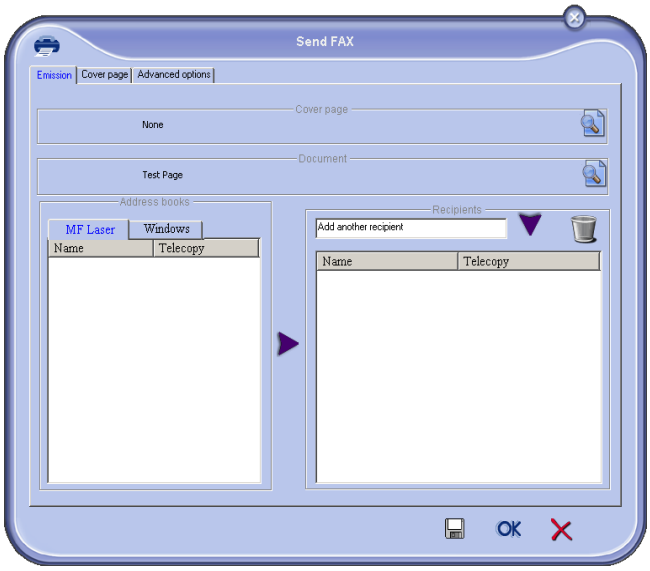
- Option (**A**): Draw this background image in your preferred application (such as Word, Excel,...),

OR

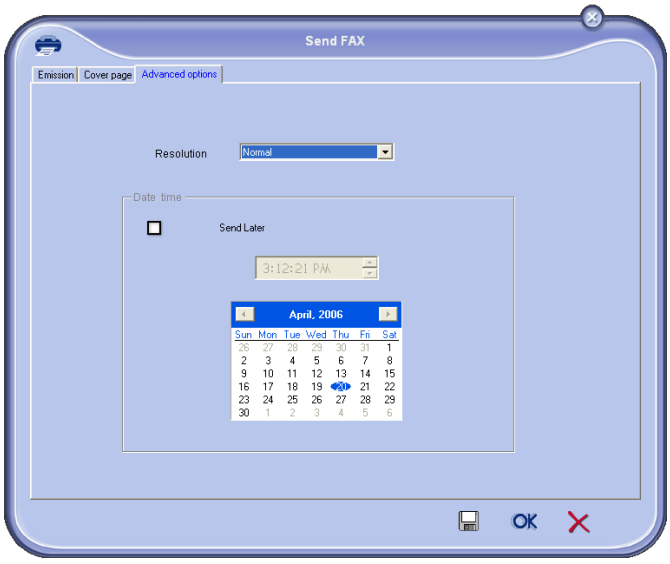
- Option (**B**): Scan a sheet of paper containing the layout of the cover page.

Details about Option A and B:

- Option (**A**): Open the application that you want to use to edit the background (Word, Wordpad...). Draw the background image then print this document in the printer named "Companion Suite Fax". At that point the MFSendFax dialog is displayed:

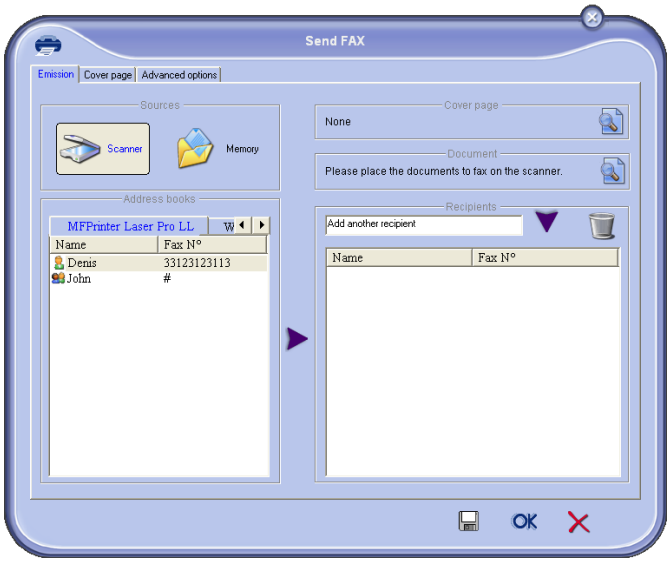


Add any recipient to the recipient list, click on the tab **ADVANCED OPTIONS**, select resolution **FINE** as shown below:

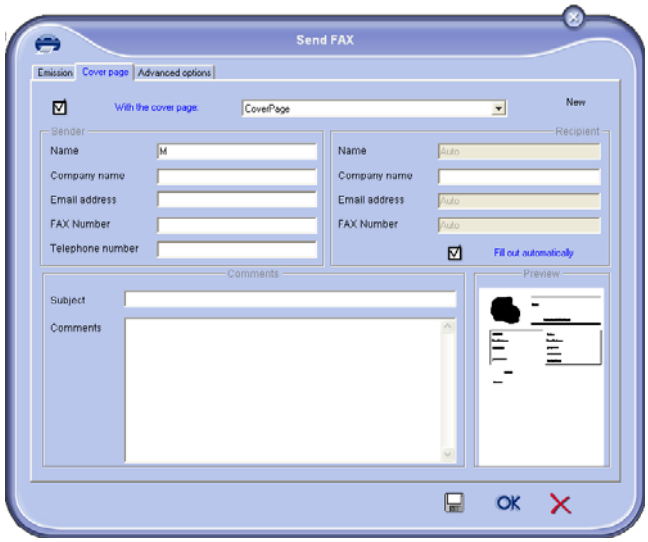


Finally click on the button **SAVE AS DRAFT** in the lower right corner ( ). The background image is created in the directory C:\Program Files\Companion Suite Pro LM\Documents\FAX\Temporary and has the file extension .fax

- Option (**B**): Launch **MFMANAGER**, select **NEW FAX**, select the scanner source as shown below :



Add any recipient to the recipient list, click on the tab **ADVANCED OPTIONS**, select resolution **FINE** as shown below:



Finally click on the button **SAVE AS DRAFT** in the lower right corner ( ). The background image is created in the directory C:\Program Files\Companion Suite Pro LM\Documents\FAX\Temporary and has the file extension .fax.

Whether you choose Option **A** or **B**, you end up with a background image with extension .fax, which is located in C:\Program Files\Companion Suite Pro LM\Documents\FAX\Temporary.

➔ You can now proceed to the second step right below.

For the second step:

Now that the background image is created in directory in C:\Program Files\Companion Suite Pro LM\Documents\FAX\Temporary, you can add the fields on top of the background image.

Please follow the procedure below:

(a) Launch **MFMANAGER**, select **NEW FAX**, click on the tab **COVER PAGE**, and check the check box named **WITH THE COVER PAGE**.

(b) Click on the button **NEW**, this displays a new window with the title **CREATION OF THE COVER PAGE**.

(c) Press the button **OPEN** in the toolbar, change the file filter to *.fax and browse to the directory C:\Program Files\Companion Suite Pro LM\Documents\FAX\Temporary that contains the background image that you have created in the **First step**.

(d) Click on the button **FIELDS** in the toolbar, a window pops up allowing you to add the fields on top of the background image.

(e) Click on the button **SAVE** to save the Cover Page template and exit this window.

(f) The window **NEW FAX** is displayed, you can now choose the Cover Page template that you want to use. When you double click the preview image in the lower right corner, another window pops up giving you a preview of the cover page with the fields filled with the recipient's information.

SMS Communication

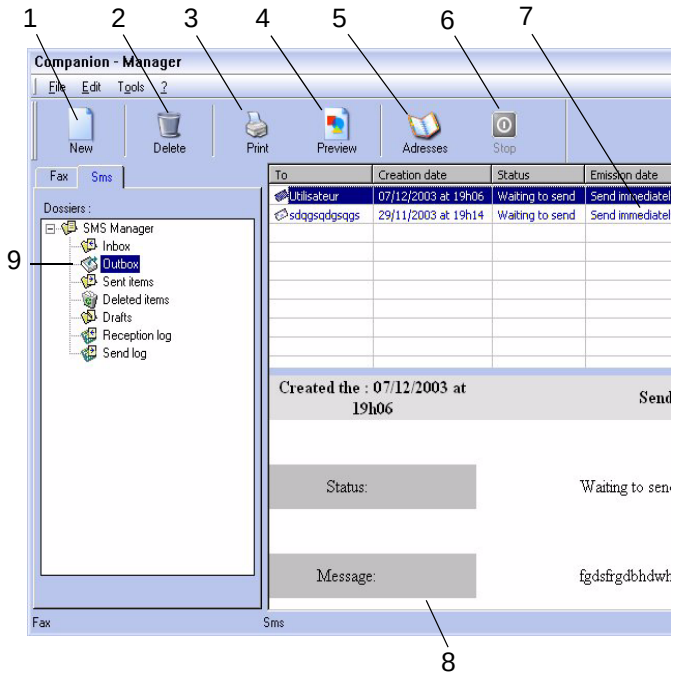
Sending SMSs is via the modem of your Multifunction Laser. For more details, refer to the User Manual of your Multifunction Laser.

The SMS service is available depending on the countries and the operators.

Your PC Kit can be used to easily send faxes to a single recipient or to multiple recipients using the distribution groups.

Communications being sent are monitored by means of the outbox, the outbox log and the outbox memory (items sent).

Presentation of the SMS window



Item	Action
1	Write an SMS.
2	Delete an SMS from one of the SMS manager directories. Except for the directory **SEND LOG** for which the effect of this command is to delete the entire log.
3	Print an SMS from one of the SMS manager directories.
4	Display an SMS with the Viewer.
5	Access to the address book.
6	Stop SMS sending (only enabled for the outbox).
7	Displays all SMSs in the directory selected in the Fax manager.
8	SMS preview.
9	SMS manager directories.

Send an SMS

1 Click on the icon SMS of the window **COMPANION DIRECTOR**.

2 Click on **NEW** then on **SMS**.

3 Enter your message in the field **CONTENT OF MESSAGE** provided for this purpose.
You can use the **buttons** and the "**smiley**" located to the left of the input field to customize your message, or to automatically insert the date and time.

4 To send your SMS to a contact, enter his / her number in the field **TELEPHONE NUMBER** of the part **CONTACTS** and click on ▼ or select a recipient (or group) from one of the directories in the field **CONTACT LIST** and click on ▶.

Repeat this operation as many times as necessary (use the button to delete a contact from the list of contacts).

5 If necessary, adjust the advanced parameters (to send later or give priority to the SMS) by pressing the button **ADVANCED PARAMETERS**.

6 Click on **OK** to send your SMS to all contacts in the field **LIST OF RECIPIENTS**.

Your send request can then be checked, if necessary, in the outbox.

Follow-up of SMS

SMS communications are monitored by means of:

- *an outbox,*
- *a sent item memory,*
- *an outbox log.*

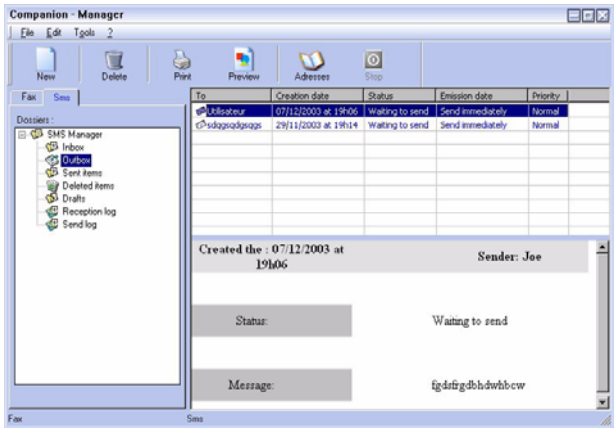
These services make it possible to have complete information on the terminal activity with regard to communications.

The outbox log is automatically printed when its contents fill an A4 page. After this automatic printing, the terminal creates a new log.

The outbox

The following is grouped in the SMS outbox:

- *requests being sent,*
- *send later requests,*
- *requests for which one or more send attempts have already been made, and which will soon be redialed,*
- *requests which have been rejected.*



The outbox log

The outbox log is used to keep the entire history of SMS communications (successful or rejected) that have been processed by your terminal. The log is automatically printed as soon as an A4 page is complete.

*The button **DELETE** deletes the entire log and not simply the message(s) selected.*

The information in the sent box is:

- *the SMS recipient,*
- *the date of sending of the SMS,*
- *the status (sent, rejected, etc...).*

The sent item memory (items sent)

The sent item memory is used to keep a copy of all SMS messages you have sent.
The information in the sent item memory is:

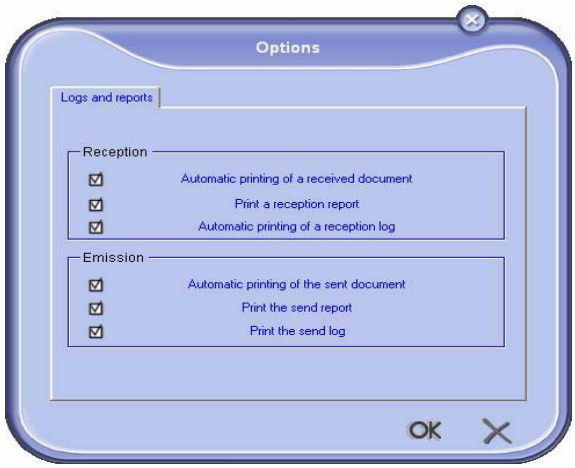
- *the SMS recipient,*
- *the date of creation of the SMS,*
- *the date of sending of the SMS,*
- *the size of the SMS.*

SMS Parameters

Access to SMS parameters

1 Click the icon SMS of the window **COMPANION DIRECTOR**.
2 Select **TOOLS > OPTIONS > SMS**.
3 Make any adjustments required in relation to the description of the parameters above and validate with **OK**.

Description of the tab LOGS AND REPORTS



Field	Description
Automatic printing of a sent document	The SMS is automatically printed when it is sent.
Printing of a send report	An outbox report is printed after each fax is sent.
Printing of the outbox log	The log is automatically printed when it fills an A4 page.

Maintenance

Service

General information

For your safety, it is imperative to refer to the security booklet.

To ensure that your machine is kept in the best conditions, it is recommended that you periodically clean the inner parts.

Please respect the following rules while using this machine:

- *Do not try to lubricate the device.*
- *Do not apply vibrations to the machine.*
- *Do not open the cartridge access cover while printing.*
- *Do not try to disassemble the machine*
- *Do not use paper which would has stayed in the tray for too long.*

Toner cartridge replacement

Your machine comes with a current consumable management system. It tells you if your toner cartridge is close to its end of cycle. The following message will appear on your machine screen.

TONER NEAR
END

After this message has been displayed, you are able to change the cartridge.

To quit this screen, press **OK**.

To replace the toner cartridge, proceed as shown below.

When the following message is displayed on the screen:

TONER EMPTY
REPLACE <OK>

1 Press **OK**.

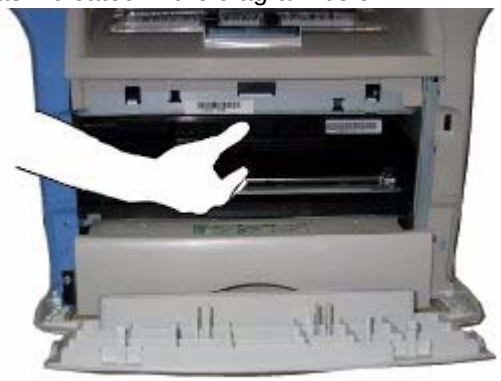
OPEN FRONT COVER
REPLACE TONER

2 Stand in front of the device.

3 Push on the left and right sides of the cover and pull it towards you.

4 Raise and remove the toner cartridge from the machine.

5 Unpack the new cartridge and insert it into the slot as indicated in the diagram below.



6 Close the cover.
The following message appears:

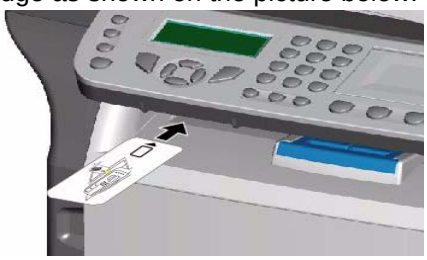
HAVE YOU CHANGED
THE TONER? <OK>

7 Press **OK**.

8 When this message appears,

INSERT THE
TONER CARD

insert the smart card provided with the new toner cartridge as shown on the picture below.



9 A wait message appears.

PLEASE
WAIT

The smart card is read.

NEW TONER
REMOVE CARD

Remove the smart card from the reader, your machine is ready to print again.

Issues with smart cards

If you use a smart card that has already been used, the machine will display:

PLEASE
WAIT

then,

REMOVE CARD
ALREADY USED

If you use a defective smart card, the machine will display:

PLEASE
WAIT

then,

UNKNOWN CARD
REMOVE CARD

If the **C** button is pressed while the smart card is being read, the machine displays:

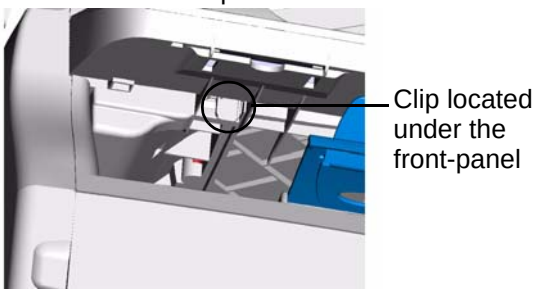
ACTION CANCELLED
REMOVE CARD

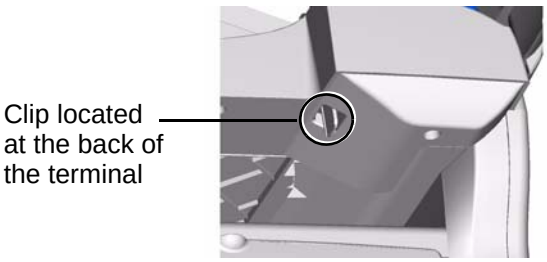
Cleaning

Scanner reading system cleaning

When one or more vertical lines appear on the copies, clean the glass of the scanner.

1 Unlock the two clips of the scanner.





2 Lift the scanner to access the analysis glass.

3 Wipe the glass with a soft lint-free cloth soaked with mild alcohol.

4 Close the scanner cover and make sure the clips are correctly set.

5 Make a copy to check that the symptoms have disappeared.

Printer cleaning

Dust, dirtiness and paper debris on the external and internal surfaces of the printer can affect its operation. We advise that it is cleaned regularly.

Printer external cleaning

Clean the external part of the printer with a soft cloth soaked in mild detergent.

Printer issues

Error messages

When the printer encounters any of the problems described below, the corresponding message is shown on the machine display.

Message	Action
CHECK TONER	Check the presence of a toner cartridge in the machine.
TONER NEAR END	Indicates that your consumable will need changing soon.
REPLACE PAPER	Add paper in tray.
HEATING	Message displayed when starting the machine.
CLOSE COVER PRINTER	The printer front cover is open, close it.
TONER EMPTY REPLACE <OK>	Replace the toner cartridge.
PAPER JAM REMOVE TONER	A sheet of paper is jammed in the machine. Take out the toner cartridge and remove the jammed paper sheet. Take out the paper tray and remove the jammed paper sheet. Then open and close the consumable cover.
PAPER JAM EXTERNAL TRAY	A sheet of paper is jammed in the machine. Open the paper jam cover. Remove the jammed paper sheet. Then open and close the consumable cover.
PAPER EMPTY	Add paper in the paper tray.

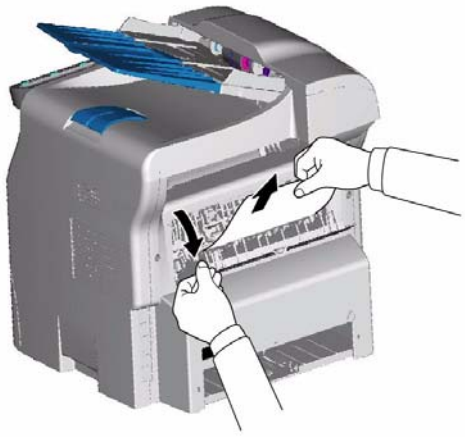
Paper jam

When printing, a sheet of paper may get stuck in the printer or the paper tray and cause a paper jam.

In case of a paper jam in the machine, the following message appears:

PAPER JAM
EXTERNAL TRAY

1. Open the paper jam cover located at the back of the machine.
2. Remove the jammed sheet of paper and close the cover.



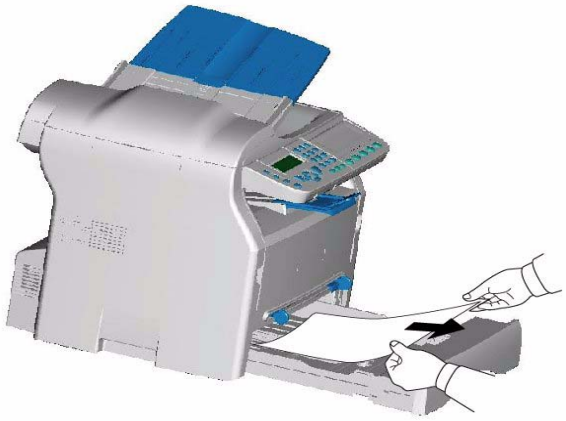
3. Open and close the consumable cover.
   The printer starts again automatically.

The fusion unit can reach a very high temperature during the operation. To prevent any harm, do not touch this area.

In case of paper jam, the following message appears:

PAPER JAM
REMOVE TONER

1. Remove the toner cartridge and check if a sheet is jammed.
2. Remove the sheet of paper which causes the paper jam.
3. Put the toner cartridge in the machine, or remove the paper tray and remove the sheet of paper which causes the paper jam.
4. Check that the paper sheets in the paper tray are correctly placed.



5. Replace the paper tray in the machine.

Scanner issues

When a paper jam occurs, the following message appears:

REMOVE DOCUMENT
CONFIRM <STOP>

1. Open the scanner cover.

2. Remove the jammed paper without tearing it.
   The following message appears:

CLOSE COVER
SCANNER

3. Close the scanner cover.

Miscellaneous issues

When turning on the terminal, nothing is displayed on the screen.
Check the connection between the power cord and the outlet.

The terminal does not detect the presence of the document inserted in the scanner document feeder. The message READY does not appear on the screen. At the start and during scanning, REMOVE DOCUMENT appears on the screen.

1. Remove the document or press key .
2. Check the thickness of the document (50 sheets of paper of 80 g/m2).
3. Iron out the sheets if needed.
4. Help the sheets along.

The terminal does not receive any faxes.

1. Check that the telephone line cable is correctly plugged in.
2. Check that there is a tone signal on the telephone line by means of the key .

You receive a blank page.

1. Make a photocopy of a document; if it is correct then your fax is functioning normally.
2. Call back the subscriber and have him resend the document. It was probably sent with the sheet inserted backwards.

You cannot send a fax.

1. Check that the telephone line cable is correctly plugged in.
2. Check the tone by pressing the key .
3. Check the prefix is correctly programmed and used.

Communication errors

If the communication fails, the terminal advises you of an automatic retry later.
Example of what is displayed:

Current time	**FRI 12 DEC 20:13**
Time of next try	**0142685014 20:18**

Transmission from the feeder

You have the choice between:

- waiting until the transmission takes place at the given time,
- restarting the transmission immediately by pressing ,
- abandoning transmission by pressing . To eject the document, press again.

Transmission from memory

You have the choice between:

- waiting until the transmission takes place at the given time,
- restarting the transmission using the transmission queue. In this case, for a document composed of several pages, the transmission will take place from the page where the error occured,
- abandoning the transmission by deleting the corresponding command in the transmission line.

The terminal makes at most 5 automatic redials. The non-transmitted document is automatically deleted from the memory and a transmission report is then printed together with an error code and the cause for transmission failure (see the communication error codes).

Communication error codes

The communication error codes appear in the logs and transmission reports.

General codes

Code 01 - Busy or no fax answer
This code appears after 6 unsatisfactory attempts. Call later.
Code 03 - User break
A communication has been stopped by the user pressing the key .
Code 04 - Non programmed number
A number saved as a one-touch key or abbreviated number is not valid, check it. (Example: a delayed transmission was programmed with a one-touch key and this key has been deleted in the meantime).
Code 05 - Scanning default
An incident occurred with the scanner, for example, the sheet is jammed.
Code 06 - Printer default
An incident occurred in the printer: no paper, paper jam, opened cover... In the reception mode, this incident appears only if the reception parameter is switched to **WITHOUT PAPER**.
Code 07 - Disconnected
The link has been cut (bad line). Check the number and try again.
Code 08 - Quality
The document you sent was not well received. Contact your subscriber to see if you need to send again.
Code 0A - No document to be polled
You tried to poll a document from a subscriber who had not prepared his document (no deposit) or the password entered was incorrect.
Code 0B - Wrong number of pages
There is a difference between the number of pages indicated during preparation for the transmission and the number of pages sent. Check the number of pages in the document.
Code 0C - Received document error
Ask the subscriber who called you to check the length of his document (it may be too long to be completely received).

Code 0D - Transmission failed
Ask the sender to resend the document.
Code 13 - Memory full
Your fax can no longer receive since its memory is full. There are too many received unprinted documents or too many documents in the transmission line.
Print the received documents and delete or transmit immediately the documents in the transmission line.
Code 14 - Memory full
Received document memory full. Print all received documents.
Code 15 - Unknown mailbox number
You wish to deposit a document in a subscriber's mailbox. The mailbox number does not exist.
Code 16 - No Relay Bcst list Nr x
You requested a document relay from a remote fax but the fax has not programmed the list of subscribers requested.
Code 17 - Unknown mailbox number
You wish to recover a document from a subscriber's mailbox. The mailbox number does not exist.
Code 18 - Relay Bcst impossible
You requested a document relay from a remote fax which does not have the relay broadcast function.
Code 19 - Subscriber has stopped
The communication has been stopped by your subscriber. (Example: a fax wanted to poll your fax but there is no document deposited).
Code 1A - Disconnected
The transmission has not started. The telephone line is busy.
Code 1B - Transmission failed
During transmission: start again.
During reception: ask your subscriber to resend the document.
Code 50 - Server error
Check the number configured for the SMS server or a communication error occured during data transmission.

Specifications

Physical specifications

Dimensions:	447 x 386 x 344 mm
Weight:	13 kg

Electrical specifications

Power supply:	Single phase 220-240 V - 50/60 Hz - 4.5 A
Electric consumption:	10 W typical in powersave 13 W typical in standby 340 W average during printing

Environmental specifications

Operating temperature:	In operation: + 10 °C to 32 °C
Acceptable humidity level:	In operation: 15 % to 80 % HR (without condensation)

Peripheral specifications

Printer

Type:	Laser (on normal paper)
Resolution:	600 dpi
Speed:	16 ppm maximum[a]
Preheating time:	21 sec.
First page out time:	13 sec.

a. Printing speed may vary depending on used operating systems, computer specifications, software applications, connection modes (USB), paper formats as well as file types and sizes.

Copier

Type:	Autonomous Black and White
Copy speed:	16 ppm maximum
Resolution:	600 dpi
Multiple copies:	99 pages maximum
Zoom range:	25 % to 400 %

Scanner

Type:	Color scanner
Color depth:	36 bits
Resolution:	600 dpi (optical) 2400 dpi (interpolated)
Software compatibility:	TWAIN (Model OKIOFFICE 2530)
Maximum paper format:	Letter

Printing supports

Main paper tray capacity:	250 sheets maximum (60 g/m²), 200 sheets maximum (80 g/m²)
Output tray capacity:	50 sheets
Main tray paper format:	A4, A5, Legal, Letter 60 to 105 g/m² paper
Paper format for manual printing:	A4, A5, Legal, Letter, B5, exec, A6 52 to 160 g/m² paper

PC connection (Model OKIOFFICE 2530)

Slave USB 2.0 port (PC connection)
Master USB 2.0 port (reader, USB memory key reader)
Operating System: Windows 98 SE, 2000, ME, XP, Vista 32-bit,
Windows XP and Vista 64-bit (printer drivers only).

Consumable specifications

Reference paper

Scanner :	Inapa tecno SPEED A4
Printer :	Ricoh T6200 A4

Specifications are subject to changes for improvement without notice.

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